

**GRAND HAVEN CHARTER TOWNSHIP BOARD  
MONDAY, SEPTEMBER 9, 2019**

**WORK SESSION – 6:00 P.M. (In the Board Room)**

1. Review First Draft of Short-Term Rental Ordinances
2. Review First Draft of Sidewalk Maintenance Ordinance

**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 August 12, 2019 Regular Board Minutes
  2. Approve Payment of Invoices in the amount of \$1,702,378.84 (*A/P checks of \$1,462,588.54 and payroll of \$239,790.30*)
  3. Sale of Surplus Equipment through Miedema Auctions, including:
    - a. 2002 Dodge Ram 2500 Pick-up
    - b. 2005 Ford Service Body Pick-up
    - c. 2008 Ford Service Body Pick-up
    - d. JD Sweepster Brush Unit
  4. Approve and Execute Lincoln Pines Subdivision No. 2 PUD Contract and Private Road Maintenance Special Assessment Contract
  5. Approve Hire of Matthew Kirby as a Part-Time Firefighter
- VI. OLD BUSINESS
  1. Resolution 19-09-01 – Approve Mobile Device Policy (*Decision on Hands Free*)
  2. Resolution 19-09-02 – Quit Clam Portion of Pine Dew Drive
  3. Accept Low Bid for Historic Cemetery Expansion
- VII. NEW BUSINESS
  1. Approve Fiscal Year 2020 Budget Policies
  2. Resolution 19-09-03 – Schedule Truth in Taxation Hearing – September 23<sup>rd</sup>
  3. HR Report – Update on Replacement for Building Official Lucas
- VIII. REPORTS AND CORRESPONDENCE
  4. Committee Reports
  5. Manager’s Report
    - a. August Building Report
    - b. August Ordinance Enforcement Report
    - c. July Legal Review
  6. 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. Please complete Speaker Information Sheet. The supervisor will initiate comment time.

**GRAND HAVEN CHARTER TOWNSHIP BOARD**  
**MONDAY, AUGUST 12, 2019**

**WORK SESSION – 6:00 P.M.**

1. The Board discussed short-term rentals (STRs) and additional regulations / prohibitions.

Attorney Bultje reviewed two memoranda regarding guidelines for a STR regulatory ordinance and Zoning ordinance amendment.

Public Comments included:

- a) Noah Selby-Theut (*13257 Greenleaf Lane*) is a resident of Fox Hollow and moved to this subdivision because rentals were not allowed. Believes STRs undermine the fabric of the neighborhood. Wants to ban STRs.
- b) Bryan Link (*13266 Greenleaf Lane*) is a one-year resident of Fox Hollow and lives behind a STR and has complained because of frequent noise problems and believes it has changed the character of the neighborhood. Wants to ban STRs.
- c) John Sommers (*Florida*) has a nephew who lives in Ohio and purchased a home in Fox Hollow this past March for use as a vacation home and STR. Does not support the selective enforcement that is occurring and felt the attorney's letter was too harsh.
- d) Richard Bullington (*12857 Wilderness Trail*) appreciates the attention that the elected officials and staff are giving to STRs. Believes STRs erode the integrity of neighborhoods. He has lost a peaceful neighborhood. Any STR regulations should include a minimum duration of stay (*e.g. one-week as opposed to a single night*). The regulations should also examine fire safety issues.
- e) William Greene (*13407 Redbird Lane*) believes there is a consensus of opinion to regulate STRs because STRs change the character of communities.

After public comments were received, the Board discussed the possible STR regulations including:

- ✓ Septic systems and the public health regulations which could impact the number of people allowed in STR units;
- ✓ Support the use of SLU permit for STRs. (*Administrative approval could be used for residential units that allow two weeks or less per calendar year.*)
- ✓ STRs should not allowed in subdivisions.
- ✓ Knox boxes should be required to allow fire/rescue entry.
- ✓ Inspections should be utilized for all rental units.
- ✓ Minimum of seven days for STRs. Examine maximum number of weeks per calendar year.
- ✓ Examining proximity of Day Care facilities might be included in the SLU process.

Attorney Bultje and staff will draft STR rules into both a zoning ordinance amendment and a regulatory ordinance and schedule another work session to review the same.

## REGULAR MEETING

### I. CALL TO ORDER

Supervisor Reenders called the regular meeting of the Grand Haven Charter Township Board to order at 7:04 p.m.

### II. PLEDGE TO THE FLAG

### III. ROLL CALL

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

**Board members absent:**

Also, present was Manager Cargo, Attorney Bultje and Community Development Director Fedewa.

### IV. APPROVAL OF MEETING AGENDA

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

### V. APPROVAL OF CONSENT AGENDA

1. Approve July 22, 2019 Regular Board Minutes
2. Approve Payment of Invoices in the amount of \$490,522.30 (*A/P checks of \$383,468.45 and payroll of \$107,053.85*)
3. Re-appoint John Heinritz, Dan Luckey, Rob Robbins and Alompradith Sphabmixay to the DDA Board for a three-year term ending on August 31, 2022
4. Re-appoint Joy Gaasch to the North Ottawa Community Hospital Board for a three-year term ending on June 30, 2022
5. Re-appoint Phil Chalifoux and Dave Reenders to the Planning Commission for a three-year term ending August 31, 2022
6. Re-appoint Mary Jane Belter to the North Ottawa Recreation Authority for a three-year term ending August 31, 2022
7. Re-appoint Jacquelyn Thoroughman and Mary Jane Belter to the Parks and Recreation Committee for a two-year term ending August 31, 2021

**Motion** by Treasurer Kieft and seconded by Clerk Larsen to approve the items on the Consent Agenda. **Which motion carried.**

### VI. OLD BUSINESS

None

### VII. NEW BUSINESS

1. **Motion** by Treasurer Kieft supported by Clerk Larsen to approve Resolution 19-08-01 that authorizes the petition for maintenance, improvement and consolidation of the Beechtree Drains and Drainage Districts. **Which motion carried**, as indicated by the following roll call vote:

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

VIII. REPORTS AND CORESPONDENCE

1. Committee Reports
  - a. Personnel Committee will meet on Wednesday, August 21<sup>st</sup> at 7:00 a.m.
  - b. The Parks and Recreation Committee met last Thursday to define Phase 1 of the Schmidt Heritage Park. Costs are being compiled.
2. Manager's Report
  - a. July Building Report
  - b. July Enforcement Report
  - c. June Legal Review
3. Others
  - a. Trustee Meeusen asked whether MCC is seeking a millage for the community college. Manager Cargo noted that he was not aware of any MCC millage proposal; but, that if a millage is sought, the millage would have to the same rate as what is charged in Muskegon County.

X. PUBLIC COMMENTS

None

XI. ADJOURNMENT

**Motion** by Clerk Larsen and seconded by Treasurer Kieft to adjourn the meeting at 7:24 p.m. **Which motion carried.**

Respectfully Submitted,



Laurie Larsen  
Grand Haven Charter Township Clerk



Mark Reenders  
Grand Haven Charter Township Supervisor

# SUPERINTENDENT'S MEMO

DATE: September 4, 2019  
TO: Township Board  
FROM: Cargo  
SUBJECT: Short-Term Rental Regulations

Attached, please find the following:

1. Short-Term Rental Regulation Ordinance
2. Short-Term Rental Zoning Text Ordinance
3. Short-Term Rental Map

Of the aforementioned attachments, I believe that the map provides the most insights. In brief, the map shows the following:

- ✓ There are about **forty-eight (48)** short-term rentals being advertised in the Township on AirBnB, VRBO or other similar sites. (*Because the Township has about 4,667 parcels zoned either R-1 or R-2, the percent of short-term rentals is about 1/10<sup>th</sup> of 1%.*)
- ✓ **Two (2)** of the short-term rentals are advertising rentals within accessory buildings (*i.e., sheds converted to rental units*).
- ✓ Only **five (5)** short-term rentals require a stay of five (5) days or more.
- ✓ **Ten (10)** short-term rentals rent “by the room” – similar to a hotel.
- ✓ **Thirty (30)** short-term rentals require no minimum length of stay.
- ✓ **Eleven (11)** short-term rentals advertise for more than 12 occupants – with one advertising for 36 occupants.
- ✓ Costs range from **\$60** per night to **\$1,800** per night.
- ✓ **Twenty (20)** appear to have PRE violations.

Given the information on the map, staff are recommending that short-term rentals be allowed in any zoning district – but, prohibited in all residential developments (*e.g., subdivisions, PUDs, condominiums, etc.*). This would allow short-term rentals on certain non-platted residential lots –

which could include some lakefront parcels.

Further, per the instructions from the Board, all properties would be allowed to offer short-term rentals for a maximum of two (2) rental periods per calendar year for a maximum total of 14 days.

If the Board is in agreement with the recommendations and regulations listed in these ordinances, the Short-Term Rental Zoning Text Ordinance will need to be referred to the Planning Commission.

After the Planning Commission conducts a public hearing and recommends approval to the full Board, both the Short-Term Rental Regulation Ordinance and the Short-Term Rental Zoning Text Ordinance will be brought before the full Board for the normal (1) first reading, posting and publishing; and (2) second reading/adoption, posting and publishing.

And finally, before the Short-Term Rental Regulation Ordinance takes effect, staff will prepare the necessary Rental Inspection Ordinance for Board review and action.

If the Board is satisfied with the ordinances as proposed, the Board should refer the Short-Term Rental Zoning Text Ordinance to the Planning Commission for action.

If there are any questions or comments, please contact me at your convenience.

**ORDINANCE NO. \_\_\_\_\_**

**ZONING TEXT AMENDMENT ORDINANCE**

**AN ORDINANCE TO AMEND THE GRAND HAVEN  
CHARTER TOWNSHIP ZONING ORDINANCE TO  
PERMIT SHORT-TERM RENTALS AND LIMITED SHORT-  
TERM RENTALS IN THE TOWNSHIP; AND TO PROVIDE  
FOR THE EFFECTIVE DATE OF THIS ORDINANCE.**

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

Section 1. Limited Short-Term Rental Definition. Section 2.13 of the Grand Haven Charter Township Zoning Ordinance (the “Zoning Ordinance”) shall be amended to include the following definition. (The rest of Section 2.13 shall remain unchanged.)

LIMITED SHORT-TERM RENTAL: The rental of any Dwelling for any one (1) or two (2) rental periods of at least seven (7) days but not more than fourteen (14) days, not to exceed fourteen (14) days total in a calendar year.

Section 2. Short-Term Rental Definition. Section 2.20 of the Zoning Ordinance shall be amended to include the following. (The rest of Section 2.20 shall remain unchanged.)

SHORT-TERM RENTAL: The rental or subletting of any Dwelling for a term of at least seven (7) days but less than twenty-eight (28) days; this definition does not include the use of Campgrounds, hotel rooms, transitional housing operated by a non-profit entity, group homes such as nursing homes and adult foster care homes, hospitals, or housing provided by a substance-abuse rehabilitation clinic, mental-health facility, other health-care related clinic, or housing for farm labor.

Section 3. Rental Regulations. Section 20.27 of the Zoning Ordinance shall be added and shall state in its entirety as follows.

**RENTAL REGULATIONS**

1. Short-Term Rentals have historically been considered a commercial use, not historically permitted in residential zoning districts. Furthermore, the Township is committed to preserving the residential character of Township neighborhoods, minimizing potential nuisances, and maintaining the Township’s small-town character and scenic beauty. The Township intends to protect its residents and visitors from the potentially negative or harmful effects that can arise from commercial rentals, including the potential impact on the appearance, tranquility, and standard of living in the Township’s prime residential areas.

However, the Township also recognizes the potential benefits of tourism and additional lodging opportunities for visitors, as well as the financial benefit that Short-Term Rentals can bring to property owners in the Township. Therefore, the Township wishes to achieve a balance between these considerations by providing that Short-Term Rentals are allowed as special land uses, based upon a consideration of the standards in Section 19.05, in all zoning districts.

2. Although the Township permits Short-Term Rentals as special land uses in all zoning districts, the Township also wants to preserve the expectations of those persons who purchase lots or other ownership interests in any subdivision (excluding a supervisor plat), planned unit development, or site condominium (“Prohibited Developments” for purposes of this Section). Thus, Short-Term Rentals are not permitted in Prohibited Developments by the Township, even as special land uses, unless Short-Term Rentals are specifically provided for and allowed in the Prohibited Development.
3. Limited Short-Term Rentals, because of the time limitations placed upon them, are permitted by right in all zoning districts, as long as the use of the rented property is permitted by the terms of this Ordinance.
4. Rentals that do not qualify as Short-Term Rentals or Limited Short-Term Rentals are permitted by right in all districts, as long as the use of the rented property is permitted by the terms of this Ordinance.
5. Notwithstanding any other provision in this Section or in this Ordinance, all rental property in the Township must comply with all other Township ordinances, all Ottawa County requirements, and all applicable State and Federal laws.

Section 4. Effective Date. The foregoing 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 \_\_\_\_\_, 2019, after a public hearing as required pursuant to Michigan Act 110 of 2006, as amended, and after a first reading of the amendment by the Township Board on \_\_\_\_\_, 2019. This Ordinance shall be effective on \_\_\_\_\_, 2019, which date is eight days after publication of the Ordinance as is required by Section 401 of Act 110, as amended, provided that this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110, as amended.

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Mark Reenders  
Township Supervisor

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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 \_\_\_\_\_, 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. The Ordinance or a summary of the Ordinance was published in the *Grand Haven Tribune* on \_\_\_\_\_, 2019.

\_\_\_\_\_  
Laurie Larsen, Clerk  
Grand Haven Charter Township

**RENTAL REGULATION ORDINANCE**  
**CHARTER TOWNSHIP OF GRAND HAVEN, MICHIGAN**  
ord. no. \_\_\_\_\_ eff. \_\_\_\_\_

AN ORDINANCE TO REGULATE THE RENTAL OF PROPERTY IN GRAND HAVEN CHARTER TOWNSHIP; TO ESTABLISH PENALTIES AND SANCTIONS FOR VIOLATIONS OF THIS ORDINANCE; AND TO ESTABLISH AN EFFECTIVE DATE.

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

**Sec. 1. PURPOSE**

These standards in this Ordinance are intended to ensure compatibility with the other permitted uses and the residential character of the neighborhoods in which rentals are located. All short-term rentals and limited short-term rentals shall meet the standards contained in this Ordinance and shall be so located and constructed that the average neighbor, under normal circumstances, will not be aware of their existence.

These standards are also to provide for and protect the welfare of full-time residents and to discourage the purchasing of property for vacation rental uses when it would be inconsistent with the neighborhood in which the property is located.

**Sec. 2. DEFINITIONS**

The following words, terms, and phrases, when used in this Ordinance, shall have the meaning ascribed to them in this Section, except where the context clearly indicates a different meaning.

(a) *Bedroom* means a room which is intended, arranged, and designed to be occupied by one or more persons primarily for sleeping purposes.

(b) *Dwelling* means a building or portion of a building providing complete, independent living facilities for one or more persons, including permanent provisions for living, eating, cooking, sanitation, and one or more separate Bedrooms for sleeping.

(c) *License* means a Short-Term Rental License or a Limited Short-Term Rental License.

(d) *Limited Short-Term Rental* means the Rental or subletting of any Dwelling for any one or two Rental periods of at least seven but not more than 14 days, not to exceed 14 days total in a calendar year.

(e) *Maximum Occupancy* means the maximum number of allowable Occupants for the Dwelling, as established by Section 5(k) of this Ordinance.

(f) *Occupant* means an individual living in, sleeping in, or otherwise having possession of a space.

(g) *Owner* means a person holding legal or equitable title to the Premises. An Owner may designate an agent to perform duties or receive notice under this Ordinance.

(h) *Premises* means the property, including any land and the improvements on the land, such as a building or other designated structure, on which the Short-Term Rental or Limited Short-Term Rental is located or is proposed.

(i) *Rent or Rental* means to permit, provide for, or offer possession or occupancy of a Dwelling, in which the Owner does not reside for a period of time, to a person who is not the legal owner of record, pursuant to a written or unwritten agreement.

(j) *Short-Term Rental* means the Rental or subletting of any Dwelling for a term of at least seven but less than 28 days, but does not include the use of campgrounds, hotel rooms, transitional housing operated by a non-profit entity, group homes such as nursing homes and adult foster care homes, hospitals, or housing provided by a substance-abuse rehabilitation clinic, mental-health facility, other health-care related clinic, or housing for farm labor.

### **Sec. 3. RENTAL REGISTRATION AND LICENSE REQUIRED**

Short-Term Rentals and Limited Short-Term Rentals shall be registered and licensed with the Township prior to commencement of any Rental activity related to them.

### **Sec. 4. APPLICABILITY AND EXCEPTIONS**

The following circumstances do not constitute a Rental.

- (a) *Family occupancy.* Any member of a family, as well as that family member's guests, may occupy a Dwelling as long as that family member's family owns the Dwelling. Family occupancy also exempts guest houses or similarly separate Dwellings legally located on the same Premises as the Owner's domicile, when occupied by family guests, exchange students, visitors, medical caregivers, and child caregivers, without remuneration to the Owner.
- (b) *House sitting.* During the temporary absence of the Owner and the Owner's family, the Owner may permit non-Owner occupancy without remuneration to the Owner.

- (c) *Dwelling Sales.* Occupancy of up to 90 days by a prior Owner after the sale of a Dwelling under a Rental agreement following closing is permitted.
- (d) *Estate representative.* Occupancy by a personal representative, trustee, or guardian (including family members) of the estate, with or without remuneration, is permitted. The estate shall notify the Township of the Owner's name, date of death, and name of the person occupying the premises.

**Sec. 5. PERFORMANCE STANDARDS**

All Short-Term and Limited Short-Term Rentals shall be subject to the following performance standards.

- (a) The Owner shall provide off-street parking on paved portions of the Premises and not in the yard to accommodate all Occupants' vehicles, including motor vehicles and trailers.
- (b) Rental of the Dwelling shall be done in a manner that is consistent with the intent of a single family residential neighborhood.
- (c) The Owner shall provide the Occupant and the Township with the following information prior to occupancy and post such information in a conspicuous place within the Dwelling:
  - (1) The name of a contact person and a telephone number at which the contact person may be reached any time that the Dwelling is Rented;
  - (2) Notification of the Maximum Occupancy permitted in the Dwelling;
  - (3) Notification and instructions as to the parking locations;
  - (4) A copy of this Ordinance, as may be amended from time to time; and
  - (5) Notification that an Occupant may be cited or fined by the Township, in addition to any other remedies available at law, for violating any provision of this Ordinance.
- (d) The Owner's contact person must be available to accept telephone calls at all times that the Dwelling is Rented. The contact person must have a key to the Dwelling and be capable of being physically present at the Dwelling within one hour to address issues, unless arrangements are made for another person to address issues within the same timeframe.
- (e) The Owner shall provide the contact person's information in writing to the Owners of the property within 300 feet of the Premises.

- (f) The appearance of the Dwelling shall not conflict with the residential character of the neighborhood. The Dwelling shall be properly maintained per all applicable local and state codes, and kept in good repair so that the use in no way detracts from the general appearance of the neighborhood.
- (g) Occupants shall not encroach on neighboring properties.
- (h) Owners shall provide sufficient waste receptacles substantially screened from public and neighboring view; and the Premises shall be maintained free of debris and unwholesome substances. Garbage must be kept in a closed container and disposed of on a regular weekly schedule.
- (i) Campfires shall be maintained in designated fire pits and comply with applicable fire codes.
- (j) Occupants shall not create a nuisance. For purposes of this subsection, a nuisance includes but is not limited to any of the following:
  - (1) Any activity that violates Township noise regulations;
  - (2) Any outside noise that is audible at the property line of the Premises occurring between 10:00 p.m. and 7:00 a.m. on weeknights (Sunday, Monday, Tuesday, Wednesday, and Thursday), and between 11:00 p.m. and 7:00 a.m. on weekend nights (Friday and Saturday); and
  - (3) Any activity that violates Township firework regulations.
- (k) The maximum occupancy for any Dwelling is 12 individuals, subject to any applicable local, state, or federal laws, regulations, or ordinances, and subject to the Property Maintenance Code as referenced in the Michigan Building Code that is enforced by the Township per Ordinance No. 454, as amended. Campers and tents to provide additional occupancy on the Premises are not permitted. The occupancy of any Short-Term Rental or Limited Short-Term Rental served by a septic tank rather than a public sanitary sewer system shall not exceed any limitations established by the Ottawa County Health Department.
- (l) A lock box, acceptable for the Township's Fire Chief or the Fire Chief's designee, shall be provided for every Dwelling used as a Short-Term Rental or Limited Short-Term Rental.
- (m) A Dwelling may not be occupied as a Short-Term Rental for more than 12 weeks in a calendar year.

**Sec. 6. DURATION**

A license issued under this Ordinance shall be valid for a period of two years from the date of issuance.

- (a) *Renewal.* A request for renewal shall be submitted at least 30 days before the expiration date or within 30 days of a sale or transfer of ownership of the Dwelling. The renewal forms shall be provided by the Township. If no information has changed since the previous registration and license approval, the information previously submitted may be incorporated by reference.
- (b) *Noncompliance.* Any change in the use or construction of a Dwelling that results in noncompliance with any Township or state standards, as determined by the Community Development Director, shall void the license.

**Sec. 7. RENTAL LIMITATIONS**

A Dwelling that is issued a license under this Ordinance may be Rented subject to the following limitations.

- (a) In any zoning district, a Dwelling may be Rented for any time period, as often as the Owner decides, subject to the limitations and all other requirements of this Ordinance. Accordingly, Short-Term Rentals, including Limited Short-Term Rentals, are permitted in any zoning district, subject to compliance with this Ordinance.
- (b) Any Short-Term Rental, including any Limited Short-Term Rental, must satisfy the requirements of the Township's Zoning Ordinance.
- (c) Short-Term Rentals, other than Limited Short-Term Rentals, are not permitted in any subdivision (excluding a supervisor plat), planned unit development, or site condominium unless Short-Term Rentals are specifically provided for and allowed in the development in question.

**Sec. 8. SUSPENSION OR REVOCATION OF LICENSE**

In addition to any other penalty authorized by law, a license may be suspended or revoked if the Community Development Director finds by competent, material, and substantial evidence, and after written notice of the charges to the Owner and an opportunity for the Owner to be heard, that the Owner has violated or failed to fulfill the requirements of this Ordinance. Written notice of the charges and notice of hearing before the Community Development Director shall be personally served on the Owner or served on the Owner by certified mail, no less than 21 days before the hearing.

- (a) Upon a finding by the Community Development Director of a first violation within any 12 month period, the license may be suspended for up to 30 days during which time the Premises shall not be Rented.
- (b) Upon a finding by the Community Development Director of a second violation within any 12 month period, the license shall be suspended for 60 days during which time the Premises shall not be Rented.
- (c) Upon a finding by the Community Development Director of a third violation within any 12 month period, the license shall be revoked and the Owner shall not again be issued a license for a period of 24 months, during which time the Premises shall not be Rented. Appeal from denial or suspension or revocation of a license is allowed, as provided in Section 9.

**Sec. 9. APPEAL**

Any Owner whose application was denied or whose license was suspended or revoked by the Community Development Director, may, within ten days following such decision, appeal to the Township Board. The Township Board shall determine whether to affirm, reverse, or modify the decision of the Community Development Director in accordance with this Ordinance.

- (a) *Notice.* At least 14 days prior to the Township Board meeting to consider the appeal of the Owner, the Community Development Director shall send, by certified United States mail, written notice to the Owner of the date, time, and place at which the Township Board will consider the denial, suspension, or revocation. The Owner shall be provided an opportunity to be heard by the Township Board prior to its decision being made. All neighbors within 300 feet of the boundaries of the Premises must also be notified by United States mail of the date, time, and place of the Township Board meeting.
- (b) *The decision.* The decision of the Township Board shall be final. The Township Clerk shall notify the Owner, in writing, of the decision of the Township Board.
- (c) *Right to appeal.* If the Township Board affirms the decision of the Community Development Director denying an application or suspending or revoking a license, the Owner shall have the right to appeal the Township Board decision to the circuit court. The decision of the Township Board shall not be vacated during the pendency of any appeal to circuit court. The Owner has the right to seek a stay in circuit court.

**Sec. 10. TOWNSHIP, STATE, AND FEDERAL REQUIREMENTS**

Nothing contained within this Ordinance shall be construed to relieve a person of any duties and obligations imposed under any Township, state, or federal laws, rules, regulations, licenses, or permit requirements.

**Sec. 11. SEVERABILITY AND CAPTIONS**

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

**Sec. 12. ADMINISTRATIVE LIABILITY**

No officer, agent, employee, or member of the Township Board shall be personally liable for any damage that may accrue to any person as a result of any act, decision, or other consequence or occurrence arising out of the discharge of duties and responsibilities pursuant to this Ordinance.

**Sec. 13. VIOLATIONS**

Any person violating the provisions of this Ordinance shall be responsible for a municipal civil infraction. The penalty for a violation of this Ordinance shall be a civil fine of not less than \$50.00, plus costs and other sanctions. Increased civil fines may be imposed for repeat violations of this Ordinance by a person. A “repeat violation” of this Ordinance is a second or subsequent violation of this Ordinance committed by a person within six months of a prior violation of this Ordinance, and for which the person admits responsibility or is determined to be responsible. The penalty for a violation of this Ordinance which is a first repeat violation shall be a civil fine of not less than \$250.00, plus costs and other sanctions. The penalty for a violation of this Ordinance which is a second or subsequent repeat violation shall be a civil fine of not less than \$500.00, plus costs and other sanctions. The Township Supervisor, Township Superintendent (Township Manager), an authorized Township official, any law enforcement officer of the Ottawa County Sheriff’s Department or the Michigan State Police, and the Township Attorney are authorized to issue municipal civil citations for violations of this Ordinance.

**Sec. 14. EFFECTIVE DATE**

This Ordinance was approved and adopted by the Township Board on \_\_\_\_\_, 2019, after its introduction and first reading on \_\_\_\_\_, 2019, and after its publication in the manner provided by Public Act 359 of 1947, as amended. This Ordinance shall take effect 30 days after its publication following adoption.

\_\_\_\_\_  
Mark Reenders  
Township Supervisor

\_\_\_\_\_  
Laurie Larsen  
Township Clerk

**CERTIFICATE**

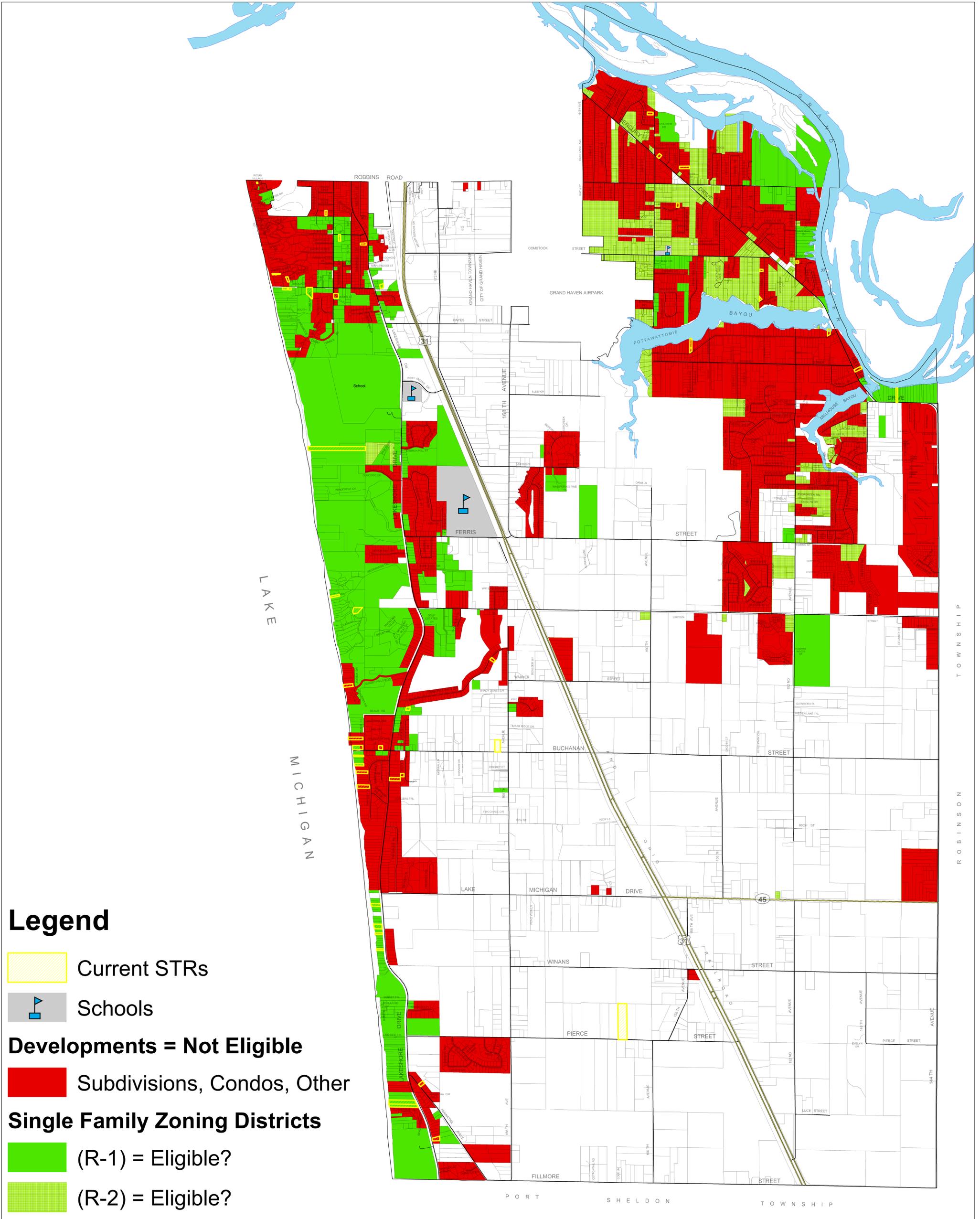
I, Laurie Larsen, the Clerk for the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing Rental Regulation Ordinance was adopted at a regular meeting of the Township Board held on \_\_\_\_\_, 2019. The following members of the Township Board were present at that meeting: \_\_\_\_\_

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

# Proposed Short Term Rental Map Eligible Land vs. Non-Eligible Land



# SUPERINTENDENT'S MEMO

DATE: August 29, 2019  
TO: Township Board  
FROM: Bill  
SUBJECT: Sidewalk Ordinance

Currently under Michigan law, cities and townships have a duty to maintain their concrete sidewalks in reasonable repair. For Grand Haven Charter Township, most concrete sidewalks are found in residential developments – although there is a concrete sidewalk along the 172<sup>nd</sup> Avenue industrial area. (*Please note that the Township's asphalt pathways are not considered to be sidewalks.*)

Further, under the law, there is a presumption that municipalities do maintain sidewalks in reasonable repair. The main way to rebut this presumption is by demonstrating a vertical discontinuity defect of two inches or more (*i.e., known as the 2-inch rule*).

To bring legal action against the Township, a person would be required to prove that the sidewalk slab that caused the fall was 2 inches or higher than the adjacent slab. Anything smaller and the case will be dismissed.

Because most of the sidewalks in the Township are relatively new, the Township does not currently have a sidewalk maintenance ordinance that addresses who is responsible for repairs to sidewalks that violate the 2-inch rule.

The attached ordinance would address that deficiency by requiring the Township to inspect the sidewalks on a regular basis and to inform the adjacent property owner to repair any deficiency within 60 days (*or longer if weather conditions do not allow for the repairs.*) If the property owner fails to repair the sidewalk, the Township would repair the sidewalk and assess the costs on the property owner's winter property taxes. (*This ordinance reflects the MTA's model ordinance for sidewalk maintenance.*)

If the Board approves this draft, a public hearing and first reading on this Sidewalk Maintenance Ordinance will be scheduled.

If you have any questions or comments prior to the meeting, please contact me at your convenience.



or abutting the owner's Lot cleared of snow and ice at all times. Furthermore, property owners, tenants, and other persons having authority and control over the removal of snow and ice from walkways, driveways, and parking areas on property they own or have authority and control over shall not permit the deposit of snow or ice on Sidewalks, walkways, driveways, or parking areas to block or impede the use of Sidewalks by pedestrians in any manner. Snow and ice must be removed within 12 hours of the end of any significant snowfall.

2. In addition, the owner of a Lot abutting or adjoining a Sidewalk shall not store or keep any item within the Sidewalk that shall in any way impede, interfere with, or slow down pedestrian use of the Sidewalk, and shall remove, cut, or trim any landscaping plants, trees, bushes, or other foliage that may grow over the Sidewalk or impede pedestrian use of the Sidewalk.
3. Sidewalks shall be promptly repaired or replaced by the owner of the Lot abutting or adjoining the Sidewalk when the Sidewalk's condition is detrimental to the safety of the public. Conditions requiring repair or replacement include, but are not limited to, the following:
  - a. A vertical displacement of more than one inch between any two sections of Sidewalk;
  - b. More than two cracks of one-quarter inch in width or more in any two linear feet of the Sidewalk;
  - c. Any section of Sidewalk that is tilted in excess of one inch per foot from inside/outside edge to outside/inside edge;
  - d. Any linear section of Sidewalk, five feet or more, where more than 25 percent of the surface has scaled off to a depth of one-quarter inch or greater; or
  - e. Any condition that arises regarding a Sidewalk that would render it unsafe for use or otherwise unfit for public pedestrian travel.
4. Upon receipt of a written notice from the Township, the owner of the Lot involved shall make the Sidewalk repairs or replacement necessary to conform to this Ordinance within 60 days. The Township may extend the 60-day time period if weather conditions or Street repairs prevent the repair or replacement in a timely manner.

**Sec. 3 CONSTRUCTION OR REPAIR BY THE TOWNSHIP**

1. If the property owner, tenant, or other person having authority and control over a Lot adjoining or abutting a Sidewalk fails to comply with Section 2 above, the Township may remove or cause to be removed such snow, ice, or other obstruction, or may repair or replace such Sidewalk as necessary, and shall assess the cost thereof against the abutting or adjoining Lot.
2. Whenever the Township shall determine that a Sidewalk is unsafe for use or in need of repair, notice may be given by the Township to the owner of the Lot adjacent to or abutting upon that Sidewalk. Thereafter, it shall be the duty of that owner to place the Sidewalk in a safe condition. The notice shall specify a reasonable time, not less than seven days, within which the work shall be commenced, and shall further provide that the work shall be completed with due diligence. If the owner of the Lot shall refuse or neglect to repair the Sidewalk within the time limit, or in a manner otherwise than in accordance with this Section, the Township shall have the Sidewalk repaired and shall assess the costs to the Lot involved. If the Township determines that the condition of the Sidewalk is such that immediate repair is necessary to protect the public, the Township may dispense with the above notice. The cost of repairs hereunder shall be charged against the Lot which the Sidewalk adjoins or abuts and to the owner of the Lot, and shall be collected as a single Lot assessment or as otherwise allowed by law.
3. If the owner of any Lot abutting or adjoining a Sidewalk fails to install or rebuild any particular Sidewalk within the time and in the manner required, the Township is authorized and required, immediately after the expiration of the time limit for the construction or rebuilding by the owner, to construct the Sidewalk and to charge the expense thereof to the Lot and its owner. The amount shall be collected as a single Lot assessment or as otherwise allowed by law.

**Sec. 4 LIABILITY OF THE LOT OWNER**

Any Lot owner who refuses or neglects to comply with the provisions of this Ordinance or any notice to install or repair under this Ordinance, in addition to the penalties provided in this Ordinance, shall be liable for and compelled to pay to the Township all damages to persons or property for which the Township may be liable or sued by reason of injury or damages resulting from the failure or neglect, which sum may be recovered by the Township in proceedings brought for such purpose in any court of competent jurisdiction.



**Sec. 9 VIOLATIONS**

In addition to all other remedies as specified in this Ordinance, any person, firm, corporation, or any other entity which violates the provisions of this Ordinance shall be responsible for a municipal civil infraction. The sanction for a violation of this Ordinance shall be a civil fine of not less than \$50.00, plus costs and other sanctions. Increased civil fines may be imposed for repeated violations of this Ordinance by a person, firm, or corporation. A "repeat violation" of this Ordinance is a second or subsequent violation of this Ordinance committed by a person, firm, corporation, or any other entity within six (6) months of a prior violation of this Ordinance, and for which the person, firm, corporation, or any other entity admits responsibility or is determined to be responsible. The sanction for a violation of this Ordinance which is a first repeat violation shall be a civil fine of not less than \$250.00, plus costs and other sanctions. The sanction for a violation of this Ordinance which is a second or subsequent repeat violation shall be a civil fine of not less than \$500.00, plus costs and other sanctions. The Township Supervisor, Township Superintendent (Township Manager), an authorized Township official, the Township Director of Public Works, the Township Assistant Director of Public Works, and the Township Attorney are authorized to issue municipal civil infraction citations for violations of this Ordinance.

**Sec. 10 REPEAL**

All ordinances or parts of ordinances which are in conflict in whole or in part with any of the provisions of this Ordinance as of the date of this Ordinance are repealed to the extent of such conflict.

**Sec. 11 EFFECTIVE DATE**

This Ordinance was approved and adopted by the Township Board on \_\_\_\_\_, after its introduction and first reading on \_\_\_\_\_, and after its publication in the manner provided by Public Act 359 of 1947, as amended. This Ordinance shall take effect 30 days after its publication following adoption.

\_\_\_\_\_  
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 Ordinance was adopted at a regular meeting of the Township Board held on \_\_\_\_\_, 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

# SUPERINTENDENT'S MEMO

DATE: August 27, 2019

TO: Township Board

FROM: Cargo

SUBJECT: Sale of Surplus Equipment

As you are probably aware, the Board is required to authorize the sale or disposal of surplus equipment. Staff would like to sell the following surplus equipment through Miedema Auctions:

1. 2002 Dodge Ram 2500 Pickup



2. 2005 Ford Service Body Pickup



3. 2008 Ford Service Body Pickup



4. JD Sweepster Brush Unit



If the Board agrees that the listed surplus equipment can be sold, the following motion can be offered:

**Motion to authorize staff to sell the surplus equipment listed in an August 27<sup>th</sup> memorandum through Miedema Auctions.**

Please contact Cargo if you have any questions or comments.



## Community Development Memo

DATE: September 5, 2019  
TO: Township Board  
FROM: Stacey Fedewa, AICP – Community Development Director  
RE: Lincoln Pines Phase 2 – PUD and Private Road Contracts

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### BACKGROUND

On November 12, 2018 the Township Board approved the Lincoln Pines PUD that added 20 acres of land and revised the layout of the development. Two conditions of that approval were, the execution of a PUD Contract and Private Road Maintenance Special Assessment Contract. The Contracts have been executed by the developer and are ready for Township signatures.

### MOTION

To approve the Contracts, the following motion can be offered:

**Motion to authorize Supervisor Reenders and Clerk Larsen to execute the Lincoln Pines Phase 2 PUD Contract and Private Road Maintenance Special Assessment Contract.**

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



## Administrative Memo

TO: Township Board  
FROM: Chief Gerencer and Andrea Dumbrell  
DATE: September 4, 2019  
RE: Part-Time Firefighter Hire – Kirby

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From December 2018 to July 2019, the Township received approximately six applications for consideration in the open Part-Time Firefighter position. Five candidates were offered interviews, and four candidates were offered the opportunity to complete the agility test.

During July 2019, the selection committee consisting of Tom Gerencer, Fire Chief; Shawn Schrader, Fire Captain; David Marshal, Fire Lieutenant; Matthew Schweitzer, Fire Lieutenant; and, Andrea Dumbrell, Human Resources Director, interviewed four candidates for the open position.

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

- High School Diploma; CPR certification, firefighting training & paramedic license
- Live south of Grand Haven's drawbridge and within 7 miles of the Grand Haven Charter Township's Fire Station
- Ability to work under pressure situations and make decisions in emergency situations, while being exposed to extreme temperatures; heavy smoke conditions; chemical, physical, and mechanical hazards; heights and confined spaces
- Flexibility to fill 12 and 24-hour shifts, at the Township's Fire Station, when needed

After review of the interviews and physical agility tests, there was consensus to offer the Part-Time Firefighter position to Matthew Kirby. Mr. Kirby currently lives in Grand Haven and serves as a Boatswain's Mate, at the United States Coast Guard Station, in Grand Haven. Additionally, Mr. Kirby has two years of shipboard firefighting experience, basic first aid and CPR training, and various FEMA Incident Command Systems Certifications. Mr. Kirby indicated, during his interview, that he is looking to transition into the civilian workforce to a position that will allow him to continue a public service career.

The Administration and Fire/Rescue Departments, at Grand Haven Charter Township, look forward to working with and training Matthew, and we believe his knowledge, skills, and experience will be valuable assets to our Township.

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

**Move to approve the hire of Matthew Kirby as a Part-Time Firefighter, effective immediately.**

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



July 23, 2019

Matthew Kirby  
 1314 Grant Avenue  
 Grand Haven, MI 49417

Dear Matthew -

It is with great pleasure that Grand Haven Charter Township makes you a contingent employment offer for the Part-Time Firefighter position. This position reports to Tom Gerencer, Fire/Rescue Chief. Your estimated start date is scheduled for August 27, 2019.

The Part-Time Firefighter position is a part-time, non-exempt position. We are offering you a starting hourly rate of \$17.47 for Run Pay/Station Duty and \$10.03 for Training Pay, paid biweekly. These hourly rates are Step 1 for Pay Grade 1 of the Firefighters' 2019 Wage Scale. Future increases are defined by the Pay Grade 1 Firefighters' Wage Scale, based upon adequate performance and any cost-of-living adjustment that is provided by the Board. Wage adjustments are normally provided on January 1st of each year.

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

<b>Benefit</b>	<b>2019</b>	<b>Eligibility</b>
Life Insurance	Township paid coverage of \$30,000	Immediate
AD&D Insurance	Township paid coverage of \$30,000	Immediate
MERS 457 Retirement Plan	Optional	Immediate
Employee Assistance Center (EAC)	Covered	Immediate
Employee Educational Expenses Reimbursement	Subject to applicable waiting periods and policy language	Per policy language
Fire/Rescue Exercise Facility	Available for use by employee and employee's spouse or significant other	Immediate

This employment offer is contingent upon the following:

- Completion of a satisfactory background and reference check
- Approval by Grand Haven Charter Township's Personnel Committee – August 21
- Approval by Grand Haven Charter Township's Board of Trustees – August 26
- Passing a drug test
- Satisfactory physical examination, designed solely to determine your physical ability to perform the duties of the position being offered to you.

Please indicate your acceptance of our contingent offer by signing below and returning one copy of the letter, with your original signature, to me no later than 5:00 p.m., on Thursday, July 25. Once you have returned a signed copy of this letter and the enclosed background check release form, I will begin the background checks and contact you about setting up the drug screen/physical. If you have any questions about this offer, please contact me at [adumbrell@ght.org](mailto:adumbrell@ght.org) or 616.604.6309.

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

Sincerely,



Andrea Dumbrell  
Human Resources Director

c. Andrea Sandoval, Accounting Director  
Personnel File

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

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



GRAND HAVEN CHARTER TOWNSHIP  
1940 485 A Ave. • Grand Haven, Michigan 49427 • Phone: 616-781-2200 • Fax: 616-781-2477

## APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

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

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

Today's Date: June 27, 2019

### SECTION 1: PERSONAL INFORMATION

Last Name: Kirby First Name: Matthew MI: J

Street Address: 1314 Grant Avenue

City: Grand Haven State: MI Zip: 49417

Phone: [REDACTED] EMail: [REDACTED]

Are you 18 years old or older?  YES  NO

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

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

Emergency Contact Address: 1314 Grant Avenue Grand Haven, MI 49417

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

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

**SECTION 2: EMPLOYMENT DESIRED**

Position(s) you are applying for: 1) Part Time Firefighter 2) N/A

Date available to start: July 22, 2019 Desired Salary: \$17.47 per hour

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

Have you ever applied to the Township before?  Yes  No When? N/A

Referred by: 1) N/A 2) N/A

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

SCHOOL	NAME/LOCATION OF SCHOOL	NO YRS COMPLETED	DID YOU GRADUATE?	MAJOR/DEGREE
High School	Baptist Academy Indianapolis IN	4	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Diploma
College	N/A	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A
Trade, Business or Other School	N/A	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A

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

Microsoft Word  
Microsoft Power Point

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

FEMA Incident Command Systems Level 100, 200, 700, 800

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

Recreational Weight lifting and basketball

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

US Military service dates: September 2011 to Present Rank: E 5

Present membership in National Guard or Reserves?  Yes  No

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

Employer: <u>United States Coast Guard</u>			Date Started: <u>Sep 2011</u>	Date Left: <u>Present</u>	Reason for Leaving: <u>N/A</u>
Address: <u>6061 S. Harbor Dr.</u>			Starting Pay: <u>\$ 19,728.00</u>	Ending Pay: <u>Basic Pay 530,012</u>	
City: <u>Grand Haven</u>	State/Zip: <u>MI 49417</u>	Phone: <u>616-864-2552</u>	Supervisor: <u>Chief Kevin Pryer</u>	Department: <u>Deck</u>	
Job Title(s): <u>Boatswain Mate</u>					
Your job responsibilities: <u>Mid level supervisor, Search and Rescue Coastguard, Maintenance of station and boats</u>					
Are you presently employed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, may we contact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					

Employer: <u>N/A</u>			Date Started:	Date Left:	Reason for Leaving:
Address:			Starting Pay:	Ending Pay:	
City:	State/Zip:	Phone:	Supervisor:	Department:	
Job Title(s):					
Your job responsibilities:					
Are you presently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, may we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No					

Employer: <u>N/A</u>			Date Started:	Date Left:	Reason for Leaving:
Address:			Starting Pay:	Ending Pay:	
City:	State/Zip:	Phone:	Supervisor:	Department:	
Job Title(s):					
Your job responsibilities:					
Are you presently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, may we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No					

Employer: <b>N/A</b>			Date Started:	Date Left:	Reason for Leaving:
Address:			Starting Pay:	Ending Pay:	
City:	State/Zip:	Phone:	Supervisor:	Department:	
Job Title(s):					
Your job responsibilities:					
Are you presently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, may we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No					

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

May Grand Haven Charter Township contact these employers?  Yes  No

Which of these jobs did you like the best? Coast Guard

What did you like most about this job?  
Helping people in need, Being a role model in the community, Working with people from all different backgrounds

**SECTION 5: REFERENCES**

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

NAME	ADDRESS	PHONE #	YEARS AQUAINTED / RELATIONSHIP
Deandre Bucks	1 Coast Guard Rd Grie, PA 16545	[REDACTED]	2 years work supervisor
Jeffery Lang	6924 Spunky Branch Ct. Dallas, Tx 75248	[REDACTED]	3 years work peer
Chris Pike	661 S. Harbor Dr. Grand Haven, MI 49417	[REDACTED]	work supervisor

**SECTION 6: AUTHORIZATION AND WAIVER**

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

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

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

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

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

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

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

\_\_\_\_\_  
Matthew Kirby  
Name (Please print legibly)

\_\_\_\_\_  
mmk  
Applicant Signature

\_\_\_\_\_  
June 27, 2019  
Date



TO: Township Board  
FROM: Andrea Dumbrell, Human Resources Director  
DATE: September 5, 2019  
RE: Mobile Device Policy Approval

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On August 21, 2019, the Mobile Device Policy was presented at the Personnel Committee Meeting for discussion and a decision whether to move the policy forward to the Township Board. This policy garnered comments from a number of Township employees, during the public comments section of the agenda, including the effect the policy will have on their privacy and their work productivity, along with how enforcement of the policy will be handled. It was agreed by the committee members that the policy was a board level decision and needed to be approved at the Personnel Committee level to move it forward to the Board for discussion and a decision.

Work on the Mobile Device Policy began in early 2019, when purchases of cell phones for the Department of Public Services staff were put on hold, as administrative staff discussed the need for a mobile device policy for all staff. The development of the policy started with the Public Services Director/IT Administrator and Human Resources Director working together to create a draft for the Township Superintendent/Manager, department directors, and Attorney Bultje to review and provide feedback. Based on the feedback from the Township Superintendent/Manager, department directors, and recommended changes from Attorney Bultje, a revised draft was once again presented to the Township Superintendent/Manager and department directors for feedback, and limited changes were made from that feedback to the draft that was presented to the Personnel Committee.

The draft presented to the Personnel Committee did not have full consensus of the Township's department directors, but in the opinion of Attorney Bultje and me, the language in this policy is what is needed to limit the liability the Township faces if staff were allowed to use hands-free mobile devices while driving AND ensures the safety of our staff and residents.

In summary, the goals of the presented policy were to:

- Clarify the process for requesting a Township mobile device or stipend,
- Explain acceptable personal use of a Township's mobile device,
- Stress zero-tolerance for using a mobile device while driving, unless otherwise permitted by law; and,
- Detail security processes for ensuring the safety of Township data on a mobile device that accesses Township data.

During the discussion of the policy at the Personnel Committee Meeting, it was decided to ask Attorney Bultje for feedback on the difference in liability created by having a zero-tolerance policy vs. a hands-free policy AND create an additional policy for the Township Board to consider that would allow certain persons to use a mobile device while driving.

Attorney Bultje's response to the liability question was as follows:

*"Finally, you asked me to address how allowing Mobile Device use while operating a motor vehicle changes liability issues for the Township. There is absolutely no mathematical certainty here. This is an insurance issue. The thing about insurance is that as long as you have no incident, whatever amount of insurance you have purchased is too much; as soon as you have an incident, there's a good chance the insurance you have purchased is not enough.*

*Certainly, the safest approach for the Township to take is to prohibit the use of Mobile Devices while driving. However, simply adopting such a blanket rule and not enforcing it could lead to significant liability, on the basis that the rule was essentially a sham to try to protect against liability without actually taking action to protect either Covered Persons or other individuals.*

*To allow the use of Mobile Devices while Covered Persons drive but adding significant precautions such as I tried to do is better than not addressing the issue at all. This approach at least shows that the Township considered the matter and tried to address it responsibly. But again, the policy provides protection only as long as it is enforced in good faith. But even a carefully drafted policy allowing only hands-free use of Mobile Devices, and even good faith enforcement of that policy, will not insulate the Township from liability in the event of a catastrophic accident. For example, in 2010 a motor vehicle crash involving a company's employee who was driving and using a mobile device in compliance with the company's hands-free policy still resulted in a \$21 million verdict against the company. Obviously, that was an extreme case, but the fact that there was liability at all is noteworthy. For that and other reasons, the National Safety Council recommends that employers go beyond the law in their respective states and prohibit even hands-free use. But, as you know, that's not a popular position, and again, it's not effective if it's not enforced in good faith."*

Based on the opinions offered by Attorney Bultje and information from the National Transportation Safety Board, National Safety Council, and the National Highway Traffic Safety Administration, it is in the best interest of the Township's employees and residents to move forward with a zero-tolerance stance on using a mobile device while driving.

If the Township Board supports the recommended Mobile Device Policy – Option 1, stressing a zero-tolerance use of mobile devices, the following motion could be offered for consideration:

**Motion to approve Resolution 19-09-01, authorizing the Mobile Device Policy – Option 1 stressing a zero-tolerance use of mobile devices, as submitted, effective immediately.**

If the Township Board supports the recommend Mobile Device Policy – Option 2, as revised recently by Attorney Bultje to allow for limited mobile device use wile driving, the following motion could be offered for consideration:

**Motion to approve Resolution 19-09-01, authorizing the Mobile Device Policy – Option 2 limiting mobile device use while driving, as submitted, effective immediately.**

This memo and packet of information is understandably lengthy, and discussion related to this policy will require additional questions and conversations at the board meeting. If you have any questions regarding the information submitted, please do not hesitate to contact Bill Cargo or me.

Included with this memo is:

- Information regarding the State’s bills introduced this year to expand distracted driving laws and safety information related to distracted driving (Pages 4 – 9);
- Mobile Device Policy – Option 1, which stresses zero-tolerance for using a mobile device while driving (Pages 10 – 16); and,
- Mobile Device Policy – Option 2, which provides detailed information on how and when a mobile device can be used while driving (Pages 17 – 23).

# Michigan's New Distracted Driving Law Proposal

Last updated [June 7, 2019](#) by [David J. Kramer](#)

**Michigan lawmakers have proposed new bills to expand the distracted driving law.**

Have you ever been behind a driver who seemed to be less in control of their car than you would hope?

Have you ever driven behind someone whom you could see was texting on their phone while driving, or worse?

These occurrences on the road are disturbingly frequent, even with Michigan's 2010 law against texting and driving.

## **Facts Behind Michigan House Bills 4181, 4198, and 4199**

Here are some of the facts behind House Bills [4181](#), [4198](#), and [4199](#):

According to the [AAA-Foundation for Traffic Safety](#), your risk of crashing doubles when you engage in "all forms of visual-manual cell phone tasks."

The same study found that cell phone interaction while driving makes you three times more likely to have a road departure crash and seven times more likely to rear end someone.

A 2009 study from the [Virginia Tech Transportation Institute](#) found that texting while driving makes it 23.2 times more likely that you will be in a crash or near-crash and that dialing and handheld cell phone while driving can make you 12 times more likely to crash.

The new laws will help Michigan's laws catch up with technology that has evolved since 2010, keeping more drivers on their smartphones doing – or attempting to do – more types of distraction inducing things.

## **Michigan's New Distracted Driving Proposals**

The new Michigan law will expand prohibitions already in effect against texting to include:

- Reading
- Viewing
- Typing
- Sending interactive communication

However, it also means image-based communication, viewing or recording a video, reading social media, or posting on social media.

The new laws will also prohibit the use of mobile electronic devices while driving. This includes

- Cell phones
- Computers
- Tablets
- Games
- Cameras
- Video devices
- Any device that is removable from the vehicle, handheld, and used to transmit data manually.

It would also make it illegal to wear headphones or earphones in both ears while driving.

### **Proposed New Distracted Driving Penalties in Michigan**

Under the existing law, [MCL 257.602b](#), texting while driving is a civil infraction and may incur a penalty of \$100 for the first offense and \$200 for second and subsequent offenses.

However, if you are involved in an accident, especially if it kills someone, you may spend a significant amount of time in prison if it can be proven that you were using your cell phone before the accident.

As you can imagine, it's effortless for the police to prove something like this.

The penalties under the new law would be increased. Here are the proposed penalties:

- Under the new law, violations of the above bring a civil infraction with a \$100 fine or 16 hours of community service.
- A second or subsequent violation would be a \$250 fine and 24 hours of community service or both.
- Texting and driving fines would increase from \$100 to \$250 for a first offense and \$200 to \$500 for subsequent offenses.
- If a car accident occurs, the fines would double.
- A second offense would result in one point on your driver's record.
- Your license would be suspended after three or more violations in a three-year period.
- Three or more violations would result in two points on your driving record.

Because so many more drivers are distracted now, the only way to truly be safe is never to use your cell phone with your hands while driving.

Many newer model cars are equipped with a mobile phone interface. At the minimum, a hands-free earpiece makes it possible to make critical calls while on the road.

You may think you can use your mobile phone and drive safely. However, the statistics declare the opposite.

Information retrieved from: <https://www.novilaw.com/2019/06/distracted-driving-law/>

# Limiting driver distractions from cell phone use guide



We can show you more.®

RISK CONTROL



## Focus on avoiding common distractions

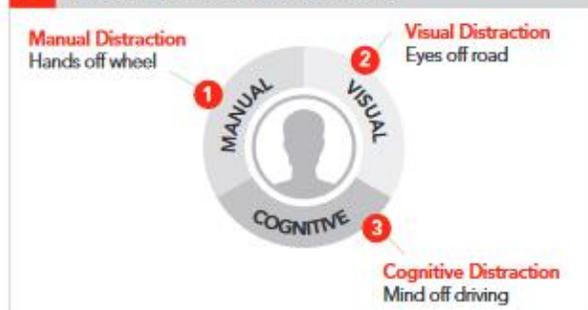
Distracted driving poses significant risk to every business that has employees who drive both company-owned and personal vehicles for company business. Common activities that divert attention from the road include texting, most mobile phone use, eating/drinking, reaching for an object, talking with a passenger or reading navigation systems. According to the National Safety Council (NSC), traffic fatalities rose 6% in 2016 reaching an estimated 40,200 deaths – the highest since 2007. According to a 2017 NSC public opinion poll, 74% rated distracted drivers as a major concern for traffic safety<sup>1</sup>.

Use this guide to assist in developing and supporting a program that helps in the control of driver behaviors based off statistics about the impact of cell phone use and driver distractions, such as talking and texting.

## What is distracted driving?

Any activity that could divert a person's attention away from the primary task of driving is considered distracted driving. All distractions endanger driver, passenger and bystander safety. According to the National Safety Council, distractions now join alcohol and speeding as leading factors in fatal and serious injury crashes.

### + Three main types of distractions



## Common cell phone distractions

- Phone calls
- Reading or composing text messages
- GPS
- Social media applications
- Taking photos/videos
- Surfing the web
- Adjusting music
- Watching videos

## Vehicle crash statistics

The National Highway Traffic Safety Administration states that 94% of crashes are caused by human error.

According to the National Safety Council, a minimum of 27% of crashes involve drivers talking and texting on cell phones.

There is **three times** the crash risk when engaging in visual-manual subtasks like reaching for a phone, dialing and texting (VTI).

## Texting

Texting is a distraction that requires all three types of attention – manual, visual and cognitive.

Studies show that using voice-to-text is more distracting than manually composing texts. The NSC model estimates a minimum of 341,000 vehicle crashes involved the driver text messaging.

Five seconds is the average time your eyes are off the road while texting. At 55 mph, that is enough time to cover the entire length of a football field (VTI).

## Talking

A common misconception about talking on the phone while driving is that use of a handsfree device is a safe alternative to holding a phone to your ear.

The 2013 National Safety Council model estimated 21 percent of crashes, or 1.2 million crashes, involved talking on handheld and handsfree cell phones.

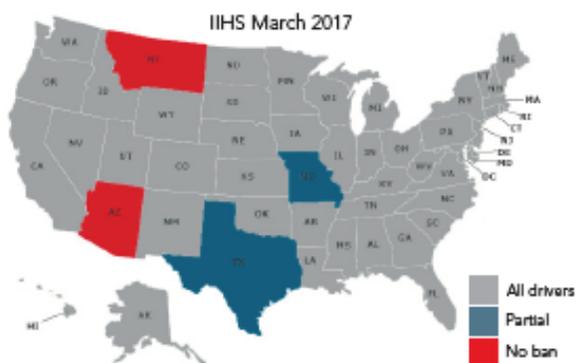
## Company responsibility

Under the doctrine of Vicarious Liability, employers may be held legally accountable for the negligent acts of employees committed during the course of their employment. Employers may also be found negligent if they fail to put a policy in place for the safe use of cell phones.

According to NETS, motor vehicle crashes at work cost employers an estimated<sup>2</sup>:

- \$25 billion total
- \$65,000 per nonfatal injury
- \$671,000 per fatality

More than 80 percent of the nation's 94 million cell phone owners use them while driving – at least sometimes. Many states have legislation to regulate cell phone use and texting (see map below) while driving. At least 13 nations, including England, Germany and Japan, have banned the use of cell phones when driving a vehicle. Check state laws regularly as legislation may have recently changed.



In the past few years, cell phone usage has been an issue in several lawsuits, and employers are being held responsible if a worker causes an accident while talking on the phone. So why are employers concerned about cell phones? Cell phone records can

To learn more about how CNA can help your company maintain business income while reducing commercial auto exposures or visit [www.cna.com/driverperformance](http://www.cna.com/driverperformance).

be subpoenaed to prove the employee was on the phone when the accident occurred. Other distractions cannot be identified to a specific time, and many drivers don't want to say they were distracted and not driving safely.

While there is no guaranteed defense to liability, developing appropriate policies, training and enforcement mechanisms can help limit potential liability and increase public safety. Several companies are deciding on a total ban to prohibit employees from using cell phones while driving company or personal vehicles for work. With over 150,000 employees, Cargill is the largest privately held corporation to implement such a strict policy. According to the National Safety Council, 1% of companies believe that productivity declined as a result of implementing a total ban. In contrast, other companies adopt cell phone safety guidelines and focus on training and enforcement. Each company should determine whether the benefits of employee cell phone use outweigh the risk. Many companies are opting for total ban on cell phone use unless absolutely necessary.

All workers are at risk of crashes, whether they drive light or heavy vehicles, or whether driving is a main or incidental job duty. To protect themselves, employers should consider establishing a written policy restricting any use of a cell phone and ensure employees read and sign the written policy. The restriction should include the use of handsfree headsets, since studies indicate it's the conversation, not the physical act of holding the phone that contributes to accidents.

### A Cell Phone Policy may include:

- Total ban on all cell phone use while driving personal or company vehicles for work
- Pull over in a legal and safe location to use make phone calls, respond to text messages, or set up GPS
- Ask a passenger to make or take the call
- Inform regular callers of your driving schedule and when you will be available to talk
- Planning calls prior to traveling or while on rest breaks whenever possible
- While driving, keep your hands on the wheel and your eyes and mind on the road
- Cell blocking technology



# Policy Statement and Compiled FAQs on Distracted Driving - National Highway Traffic Safety Administration

## Policy Statement

The primary responsibility of the driver is to operate a motor vehicle safely. The task of driving requires full attention and focus. Drivers should resist engaging in any activity that takes their eyes and attention off the road for more than a couple of seconds. In some circumstances even a second or two can make all the difference in a driver being able to avoid a crash.

Of special concern is the use of electronic entertainment and communication devices, especially cell phones. The relative risks of the various tasks drivers engage in are still being assessed, but in general the safest course of action is to refrain from using a cell phone while driving, which includes talking, dialing, and texting. NHTSA recommends that States prohibit novice drivers from using electronic communication devices (including cell phones) during the learners and intermediate stages of a three-stage graduated driver license (GDL) program.

## Frequently Asked Questions

### **What is distracted driving?**

There are three main types of distraction:

- Visual – taking your eyes off the road
- Manual – taking your hands off the wheel
- Cognitive – taking your mind off what you're doing

Distracted driving is any non-driving activity a person engages in while operating a motor vehicle. Such activities have the potential to distract the person from the primary task of driving and increase the risk of crashing.

### **What do the studies say about the relative risk of cell phone use when compared to other tasks like drinking or eating?**

Most crashes involve a relatively unique set of circumstances that make precise calculations of risk for engaging in different behaviors very difficult. Thus, the available research does not provide a definitive answer as to which behavior is riskier. Different studies and analyses have arrived at different relative risk estimates for different tasks. However, they all show elevated risk (or poorer driving performance) when the driver is distracted. It is also important to keep in mind that some activities are carried out more frequently and for longer periods of time and may result in greater risk.

### **Who are the offenders, and how great a problem is this?**

Every driver has from time-to-time had their attention drawn away from the driving task. The choice to engage in non-driving tasks is usually under the individual's control and some people do so more frequently. The younger, inexperienced drivers under 20 years old have the highest proportion of distraction-related fatal crashes. They are not alone. At any given moment during the daylight hours, over 800,000 vehicles are being driven by someone using a hand-held cell phone. People of all ages are using a variety of hand-held devices, such as cell phones, mp3 players, personal digital assistants, and navigation devices, when they are behind the wheel.

### **Is it safe to use hands-free (headset, speakerphone, or other device) cell phones while driving?**

The available research indicates that cell phone use while driving, whether it is a hands-free or hand-held device, degrades a driver's performance. The driver is more likely to miss key visual and audio cues needed to avoid a crash. Hand-held devices may be slightly worse, but hands-free devices are not risk-free.

### **In an emergency should I use my cell phone while driving?**

As a general rule, drivers should make every effort to move to a safe place off of the road before using a cell phone. However, in emergency situations a driver must use their judgment regarding the urgency of the situation and the necessity to use a cell phone while driving.

### **Is talking on a cell phone any worse than having a conversation with someone in the car?**

Some research findings show both activities to be equally risky, while others show cell phone use to be more risky. A significant difference between the two is the fact that a passenger can monitor the driving situation along with the driver and pause for, or alert the driver to, potential hazards, whereas a person on the other end of the phone line is unaware of the roadway situation. However, when two or more teens are in the vehicle, crash risk is increased. And while we can't say for sure this is attributable to distraction, we are confident that distraction plays a role.

### **What is NHTSA doing to try to combat this problem?**

NHTSA will implement its new multi-year Distraction Plan and Research Agenda that will further examine driver communications and entertainment devices, including cell phones, and will also continue to monitor the research of others on this subject. As we learn more and as wireless technologies evolve and expand, NHTSA will make its findings public.

NHTSA is encouraging State and local government partners to reduce fatalities and crashes by identifying ways that States can address distracted driving in their Strategic Highway Safety Plans. Our state and local partners are keys to any success we will have in addressing distracted driving. NHTSA has a demonstration project with jurisdictions in Connecticut and New York to determine whether the high visibility enforcement model of enhanced, visible enforcement and focused media can reduce driver's use of cell phones while driving. Should this approach prove to be effective, we will promote this strategy with other jurisdictions.

### **How do the States deal with this problem?**

Responses vary by State. Many States have laws banning certain type of distractions. Currently 21 States and the District of Columbia prohibit novice drivers from using electronic communication devices (including cell phones) during the learners and intermediate stages of a three-stage graduated driver license (GDL) program. Six States ban hand held cell phone use for all drivers, and 19 States ban texting by all drivers.

States can take some steps immediately to reduce the risks of distracted driving. One example is installing rumble strips along roads to get the attention of drivers before they leave the roadway and/or deviate from their lane. States can also adopt and enforce laws to ban distracted driving; NHTSA recently developed, in conjunction with 20 safety groups and associations, a sample distracted driving law.

### **Are there any Federal laws regarding distractions in vehicles?**

Generally, distraction laws fall under the jurisdiction of individual States. However, President Obama has issued an executive order prohibiting federal employees from texting while driving on government business or with government equipment. In addition, contractors conducting government business are prohibited from texting while conducting business on behalf of the government

In addition, in January 2010, the Federal Motor Carrier Safety Administration enacted an interim ban that prohibits commercial vehicle drivers from texting while behind the wheel. In March 2010, a proposed rule was announced that would make that ban stronger and more durable.

Although not a law, DOT recently launched a national campaign to encourage the public to get involved in ending distracted driving. "Put It Down" focuses on the key messages that drivers can't do two things at once, everyone has a personal responsibility to pay attention while behind the wheel, and the implementation of legislation and high visibility enforcement will lead to increased consequences for distracted driving. Learn more about "Put It Down" and access materials you can use at [www.distraction.gov](http://www.distraction.gov).

Retrieved from: <https://one.nhtsa.gov/Driving-Safety/Distracted/Policy-Statement-and-Compiled-FAQs-on-Distracted-Driving>

## **Grand Haven Charter Township Mobile Device Policy – Option 1**

### **PURPOSE:**

The purpose of this Mobile Device Policy (the “Policy”) is to provide guidance and standardization for the use of Mobile Devices. While Mobile Devices are a necessary convenience, Grand Haven Charter Township (the “Township”) requires that all “Covered Persons” (defined below) follow the procedures listed below for their own safety and the safety of others.

### **POLICY:**

This Policy shall apply to all Covered Persons authorized for any of the following: (i) the use of a Township-provided Mobile Device; (ii) the reimbursement by the Township for the use of a personal Mobile Device; or (iii) the use of a personal Mobile Device in the conduct of Township business without reimbursement by the Township.

The responsibility for ensuring compliance with this Policy rests with each Department Director. The Township Manager (the “Manager,” including any designee of the Manager) reserves the right to approve, deny, and terminate the use of a Township-provided Mobile Device, the reimbursement by the Township for the use of a personal Mobile Device, or the use of a personal Mobile Device in the conduct of Township business without reimbursement by the Township. The Township has the authority to take necessary measures to manage the use of Township-provided Mobile Devices and personal Mobile Devices used in the conduct of Township business and is not responsible for the loss of personal information or costs that may result from the management and control activities needed to ensure acceptable use of such devices. However, the Township is committed to taking reasonable steps to minimize and/or avoid the loss of personal information and data.

All Covered Persons are expected to comply with this Policy and all other Township policies, regulations, and directives, and to exercise the same care in communicating information as when communicating from any Township-provided device or personal Mobile Device authorized for use in the conduct of Township business.

The Manager is responsible for interpretation and enforcement of this Policy as it applies to all Employees. Any Employee who violates this Policy may be subject to disciplinary action, up to and including termination of employment or service on behalf of the Township.

### **DEFINITIONS:**

#### **1. Covered Person**

All Township employees, elected and appointed officials, and other persons who are authorized for any of the following: (i) the use of a Township-provided Mobile Device; (ii) the reimbursement by the Township for the use of a personal Mobile Device; or (iii) the use of a personal Mobile Device in the conduct of Township business without reimbursement by the Township.

## **2. Employee**

Any Township employee, as referenced in this Policy, includes any individual who is employed by the Township and is on the payroll of the Township, regardless of the source of funds by which the individual is paid. The term “employee” shall not include any individual elected to public office, or any individual appointed to an executive, ministerial, or policy-making position.

## **3. Encrypted/Encryption**

A process of converting data to an unrecognizable form to protect sensitive information so that only authorized individuals can view it.

## **4. IT Administrator**

An individual that the Manager designates to oversee the Township’s information technology (IT).

## **5. Mobile Device**

A Mobile Device approved for use under this Policy will include cell phones, smart phones, tablets, laptops, and other devices specifically approved by the Township that allow the user to communicate and/or access Township Data through wireless, cellular, or other similar mobile network technology.

## **6. Non-Public Data**

Any type of Township Data that is not available to the public (e.g. private and confidential information such as social security numbers, personnel information, attorneys’ work, etc.).

## **7. Township Data**

Everything the Township creates, collects, and maintains in written or electronic format.

## **PROCEDURE:**

### **General Information**

1. Covered Persons whose job requires them to use a Mobile Device for Township business, as outlined in this Policy, may have the option to use a Township-provided Mobile Device or be eligible to receive a monthly stipend towards the use of a personal Mobile Device service; provided, however, that the Township may require the use of a Township-provided Mobile Device without the option for a monthly stipend.
2. Eligibility for a Township-provided Mobile Device or a monthly stipend towards the use of a personal Mobile Device shall be recommended by a Department Director and determined by the Manager using the criteria listed. All of the following listed criteria

should be considered to justify a request, as neither the presence nor absence of any criteria will singularly be used to justify or reject a request.

- a. The Covered Person's position requires a high degree of mobility.
  - b. The Covered Person regularly performs job functions at locations where a "land-line" is not available.
  - c. The Covered Person is a Department Director, elected or appointed official, manager, supervisor, etc.
  - d. The Covered Person is required to attend frequent off-site events (e.g. meetings, conferences, etc.).
  - e. The Covered Person is involved in some type of emergency response role.
  - f. The Covered Person needs to be available for 24/7 "on call" emergency support.
3. The Manager, and/or the Manager's designee, will maintain a list of all Covered Persons. This list will be reviewed and updated as needed for changes.
  4. Township-provided Mobile Devices
    - a. The Township will maintain and support a Mobile Device, taking into consideration concerns regarding security, coverage throughout the Township, and affordability of the coverage plan.
    - b. The IT Administrator will maintain Township-provided Mobile Devices, including, as further described below in the "Security" section, assisting the Manager in determining if a Mobile Device should be wiped as a result of being lost, stolen, suffering a security breach, etc.
    - c. The use of a Township-provided Mobile Device is allowed to the extent that it does not interfere or impair the Township's network, the data plan on the mobile network or violate any state or federal laws.
    - d. As needed, the Township cost for a Mobile Device with various features will be updated, which also establishes the basis for monthly stipends for the use of personal Mobile Devices.
  5. Personal Mobile Device use with Township reimbursement
    - a. Eligible Covered Persons will receive a monthly stipend that matches the Township's cost for similar plans for Township-provided Mobile Devices. For purposes of clarification, the stipend is intended to reimburse the Covered Person for the average business use of the Mobile Device, not to pay the entire bill.

- b. All costs for the Mobile Device, including, but not limited to, the device or accessories purchases, its maintenance/repair/replacement, and other extraordinary costs, will be borne by the individual.
- c. As further described below in the “Security” section, as a condition of receiving a stipend for reimbursement, the eligible Covered Person acknowledges and agrees that the Mobile Device will be subject to, in the discretion of the Township Manager, a determination whether a Mobile Device should be wiped as a result of being lost, stolen, suffering a security breach, etc.

### **Safety:**

**The Township has a zero-tolerance policy regarding use of a Mobile Device while driving.** For the safety of Township Personnel and the safety of others, it is imperative that Covered Persons pull over and stop at a safe location to dial, receive, or converse on a Mobile Device in any way.

Covered Persons may not use Mobile Devices while operating a motor vehicle under any of the following situations, regardless of whether a hands-free device is used:

- a. When a Covered Person is operating a motor vehicle owned, leased, or rented by the Township;
- b. When a Covered Person is operating a personal motor vehicle in connection with Township business;
- c. When the Mobile Device is Township-owned or leased; and
- d. When a Covered Person is using the Mobile Device to conduct Township business.

Notwithstanding the foregoing, the Township recognizes that certain Covered Persons must at times use their Mobile Devices while driving in order to effectively and expediently respond to emergency calls and provide emergency services. Accordingly, the Township’s zero-tolerance policy regarding using a Mobile Device while operating a motor vehicle does not apply to the following Covered Persons when they are responding to an emergency call or providing an emergency service: (i) the Township’s Fire and Rescue Department’s emergency response personnel; and (ii) any other Covered Person expressly authorized in writing by the Manager. The Township expects that all Covered Persons included in this exception will attempt to avoid driver distractions to the greatest extent reasonably possible, including, by way of example, delegating the use of Mobile Devices while driving to a non-driver passenger. Additionally, this exception should not be deemed by any Covered Persons to obviate the Township’s normal procedure for conducting investigations in the event that a motor vehicle accident occurs, nor will the exception prevent the Township from taking disciplinary action against a Covered Person if warranted.

### **Security:**

Any Mobile Device that stores Township Data is subject to FOIA and eDiscovery. While the Township will take necessary action to provide information as requested, Covered Persons will be required to surrender their Mobile Devices as needed to provide the requested information.

Additionally, the Township shall do its reasonable best to prevent the unauthorized disclosure of Non-Public Data on Mobile Devices.

1. Encryption of Non-Public Data

All Non-Public Data stored on Mobile Devices must be Encrypted by one of the following means:

- a. An approved, third party product that is enforced through a controlled configuration and cannot be disabled by the user; or
- b. Encryption that is enforced through a technical policy or localized application that cannot be overwritten by the user.

2. Password / Authentication Requirements

All Mobile Devices that contain Non-Public Data or synchronize with services that can access Non-Public Data must be protected with user authentication.

3. Privacy

No Covered Persons should expect any privacy except that which is governed by law. The Township has the right, at any time, to monitor and preserve any communications that utilize the Township's network in any way, including data, voicemail, telephone logs, Internet use, network traffic, etc., to determine proper utilization, regardless of ownership status of the device used to access the Township's networks.

The Township Manager reserves the right to review, retain, or release personal and Township-related data on mobile devices to government agencies or third parties during an investigation or litigation. The Township Manager may review the activity and analyze usage patterns to assure that the Township's resources in these areas are being utilized according to this policy.

Furthermore, no **Covered Persons** shall knowingly disable any network software or system identified as a monitoring tool.

4. Inspection

At any time, the Covered Person may be asked to produce the mobile device for inspection. The purpose of these inspections is to ensure that the employee is following Township policy.

5. Remote Data Wipe

Mobile Devices that only use a Personal Identification Number (PIN) for authentication must have the capability for each of the following security features:

- a. Be locked-out of the Township's network for a certain period of time;

- b. Be remotely erased or wiped by the agency or service provider; and
- c. Be automatically erased of all data after a set amount of authentication attempts, if lost or stolen.

**6. Technical Responsibility**

All Covered Persons must agree to the following requirements:

- a. To physically protect the Mobile Device when away from a secure location;
- b. To notify the Township's Manager, when a Mobile Device is lost or stolen; and
- c. To acknowledge and agree to the terms of a personal use agreement, with terms that give the Township the authority to:
  - Remotely wipe data on the device, which potentially could include personal data;
  - Monitor any activities that go through Township servers on non-Township devices; and
  - Recover data or take possession of Mobile Devices when legally necessary.

User Acknowledgment and Agreement

It is the Township’s right to restrict or rescind Mobile Device privileges or take other administrative or legal action due to failure to comply with the above referenced Mobile Device Policy. Violation of these rules may be grounds for disciplinary action up to and including termination of employment.

I acknowledge, understand, and will comply with the above referenced Mobile Device Policy. I understand that the addition of any required government-provided third-party software may decrease the available memory or storage on my personal device and that the Township is not responsible for any loss or theft of, damage to, or failure in the Mobile Device that may result from use of third-party software and/or use of the Mobile Device in this program.

I understand that contacting vendors for trouble-shooting and support of third-party software is my responsibility, and configuration support and advice provided by the Township or its representative is limited. I understand that the use of a personal Mobile Device for Township business may result in increases to my personal monthly service plan costs.

Should I later decide to discontinue my participation in the Township’s Mobile Device program, I will allow the Township to remove and disable any Township provided third-party software and services from my personal Mobile Device.

<b>Employee Name (Printed)</b>	
<b>Manager/Supervisor Name</b>	
<b>Requested Effective Date</b>	
<b>Mobile Device Ownership</b>	<input type="checkbox"/> Township-owned Mobile Device <input type="checkbox"/> Employee-owned Mobile Device
<b>Device make/model (e.g., iPad, Samsung S4, iPhone 5c)</b>	
<b>Mobile Device Allowance</b>	<input type="checkbox"/> Not applicable/None <input type="checkbox"/> Voice only <input type="checkbox"/> Data only <input type="checkbox"/> Voice/Data
<b>Business Justification</b>	
<b>Notes</b>	

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Approval

\_\_\_\_\_  
Date

## **Grand Haven Charter Township Mobile Device Policy – Option 2**

### **PURPOSE:**

The purpose of this Mobile Device Policy (the “Policy”) is to provide guidance and standardization for the use of Mobile Devices. While Mobile Devices are a necessary convenience, Grand Haven Charter Township (the “Township”) requires that all “Covered Persons” (defined below) follow the procedures listed below for their own safety and the safety of others.

### **POLICY:**

This Policy shall apply to all Covered Persons authorized for any of the following: (i) the use of a Township-provided Mobile Device; (ii) the reimbursement by the Township for the use of a personal Mobile Device; or (iii) the use of a personal Mobile Device in the conduct of Township business without reimbursement by the Township.

The responsibility for ensuring compliance with this Policy rests with each Department Director. The Township Manager (the “Manager,” including any designee of the Manager) reserves the right to approve, deny, and terminate the use of a Township-provided Mobile Device, the reimbursement by the Township for the use of a personal Mobile Device, or the use of a personal Mobile Device in the conduct of Township business without reimbursement by the Township. The Township has the authority to take necessary measures to manage the use of Township-provided Mobile Devices and personal Mobile Devices used in the conduct of Township business and is not responsible for the loss of personal information or costs that may result from the management and control activities needed to ensure acceptable use of such devices. However, the Township is committed to taking reasonable steps to minimize and/or avoid the loss of personal information and data.

All Covered Persons are expected to comply with this Policy and all other Township policies, regulations, and directives, and to exercise the same care in communicating information as when communicating from any Township-provided device or personal Mobile Device authorized for use in the conduct of Township business.

The Manager is responsible for interpretation and enforcement of this Policy as it applies to all Employees. Any Employee who violates this Policy may be subject to disciplinary action, up to and including termination of employment or service on behalf of the Township.

### **DEFINITIONS:**

#### **8. Covered Person**

All Township employees, elected and appointed officials, and other persons who are authorized for any of the following: (i) the use of a Township-provided Mobile Device; (ii) the reimbursement by the Township for the use of a personal Mobile Device; or (iii) the use of a personal Mobile Device in the conduct of Township business without reimbursement by the Township.

## **9. Employee**

Any Township employee, as referenced in this Policy, includes any individual who is employed by the Township and is on the payroll of the Township, regardless of the source of funds by which the individual is paid. The term “employee” shall not include any individual elected to public office, or any individual appointed to an executive, ministerial, or policy-making position.

## **10. Encrypted/Encryption**

A process of converting data to an unrecognizable form to protect sensitive information so that only authorized individuals can view it.

## **11. IT Administrator**

An individual that the Manager designates to oversee the Township’s information technology (IT).

## **12. Mobile Device**

A Mobile Device approved for use under this Policy will include cell phones, smart phones, tablets, laptops, and other devices specifically approved by the Township that allow the user to communicate and/or access Township Data through wireless, cellular, or other similar mobile network technology.

## **13. Non-Public Data**

Any type of Township Data that is not available to the public (e.g. private and confidential information such as social security numbers, personnel information, attorneys’ work, etc.).

## **14. Township Data**

Everything the Township creates, collects, and maintains in written or electronic format.

## **PROCEDURE:**

### **General Information**

6. Covered Persons whose job requires them to use a Mobile Device for Township business, as outlined in this Policy, may have the option to use a Township-provided Mobile Device or be eligible to receive a monthly stipend towards the use of a personal Mobile Device service; provided, however, that the Township may require the use of a Township-provided Mobile Device without the option for a monthly stipend.

7. Eligibility for a Township-provided Mobile Device or a monthly stipend towards the use of a personal Mobile Device shall be recommended by a Department Director and determined by the Manager using the criteria listed. All of the following listed criteria should be considered to justify a request, as neither the presence nor absence of any criteria will singularly be used to justify or reject a request.
  - g. The Covered Person's position requires a high degree of mobility.
  - h. The Covered Person regularly performs job functions at locations where a "land-line" is not available.
  - i. The Covered Person is a Department Director, elected or appointed official, manager, supervisor, etc.
  - j. The Covered Person is required to attend frequent off-site events (e.g. meetings, conferences, etc.).
  - k. The Covered Person is involved in some type of emergency response role.
  - l. The Covered Person needs to be available for 24/7 "on call" emergency support.
8. The Manager will maintain a list of all Covered Persons. This list will be reviewed and updated as needed for changes.
9. Township-provided Mobile Devices
  - e. The Township will maintain and support a Mobile Device, taking into consideration concerns regarding security, coverage throughout the Township, and affordability of the coverage plan.
  - f. The IT Administrator will maintain Township-provided Mobile Devices, including, as further described below in the "Security" section, assisting the Manager in determining if a Mobile Device should be wiped as a result of being lost, stolen, suffering a security breach, etc.
  - g. The use of a Township-provided Mobile Device is allowed to the extent that it does not interfere or impair the Township's network, the data plan on the mobile network or violate any state or federal laws.
  - h. As needed, the Township cost for a Mobile Device with various features will be updated, which also establishes the basis for monthly stipends for the use of personal Mobile Devices.
10. Personal Mobile Device use with Township reimbursement
  - d. Eligible Covered Persons will receive a monthly stipend that matches the Township's cost for similar plans for Township-provided Mobile Devices. For purposes of clarification, the stipend is intended to reimburse the Covered Person for the average business use of the Mobile Device, not to pay the entire bill.

- e. All costs for the Mobile Device, including, but not limited to, the device or accessories purchases, its maintenance/repair/replacement, and other extraordinary costs, will be borne by the individual.
- f. As further described below in the “Security” section, as a condition of receiving a stipend for reimbursement, the eligible Covered Person acknowledges and agrees that the Mobile Device will be subject to, in the discretion of the Township Manager, a determination whether a Mobile Device should be wiped as a result of being lost, stolen, suffering a security breach, etc.

**Safety:**

**The Township mandates that any use of a Mobile Device while driving by a Covered Person be accomplished in a manner consistent with the safety of the Covered Person and all other persons potentially affected.**

When a Covered Person is operating a motor vehicle owned, leased, or rented by the Township; when a Covered Person is operating a personal motor vehicle in connection with Township business; when the Mobile Device is Township-owned or leased; and when a Covered Person is using the Mobile Device to conduct Township business, the Township recognizes that certain Covered Persons must at times use their Mobile Devices while driving in order to effectively and expediently respond to the demands of their position for the Township. Accordingly, the Township’s policy regarding a Covered Person’s use of a Mobile Device while operating a motor vehicle is as follows.

The Township expects that all Covered Persons who must use Mobile Devices while driving will attempt to avoid driver distractions to the greatest extent reasonably possible, including, by way of example, delegating the use of Mobile Devices while driving to a non-driver passenger.

If no delegation is possible, and if the weather condition for driving or the traffic conditions for driving are too challenging for a Covered Person to use a Mobile Device while operating a motor vehicle, then the Covered Person may use the Mobile Device only after pulling the motor vehicle over to a safe location. However, if no delegation of the Mobile Device operation is possible, and if the weather conditions and traffic conditions are favorable for a Covered Person to use a Mobile Device while operating a motor vehicle, and if use of the Mobile Device is necessary for the Covered Person to effectively and expediently respond to the demands of the responsibilities owed to the Township, the Covered Person may use a Mobile Device while operating a motor vehicle. In that event, the Covered Person must use hands free technology so that both hands are available to operate the motor vehicle, must use memory or call back functions to avoid trying to find or dial a number on the Mobile Device, must keep all attention focused on the motor vehicle driving function, must keep the Mobile Device use as brief as reasonably possible, and must immediately cease the use of a Mobile Device while operating a motor vehicle if any of these conditions changes.

In any event, any use of a Mobile Device while operating a motor vehicle by a Covered Person must always comply with all applicable local, state, and federal laws and ordinances.

## Security:

Any Mobile Device that stores Township Data is subject to FOIA and eDiscovery. While the Township will take necessary action to provide information as requested, Covered Persons will be required to surrender their Mobile Devices as needed to provide the requested information.

Additionally, the Township shall do its reasonable best to prevent the unauthorized disclosure of Non-Public Data on Mobile Devices.

### 7. Encryption of Non-Public Data

All Non-Public Data stored on Mobile Devices must be Encrypted by one of the following means:

- c. An approved, third party product that is enforced through a controlled configuration and cannot be disabled by the user; or
- d. Encryption that is enforced through a technical policy or localized application that cannot be overwritten by the user.

### 8. Password / Authentication Requirements

All Mobile Devices that contain Non-Public Data or synchronize with services that can access Non-Public Data must be protected with user authentication.

### 9. Privacy

No Covered Persons should expect any privacy except that which is governed by law. The Township has the right, at any time, to monitor and preserve any communications that utilize the Township's network in any way, including data, voicemail, telephone logs, Internet use, network traffic, etc., to determine proper utilization, regardless of ownership status of the device used to access the Township's networks.

The Township Manager reserves the right to review, retain, or release personal and Township-related data on mobile devices to government agencies or third parties during an investigation or litigation. The Township Manager may review the activity and analyze usage patterns to assure that the Township's resources in these areas are being utilized according to this policy.

Furthermore, no **Covered Persons** shall knowingly disable any network software or system identified as a monitoring tool.

### 10. Inspection

At any time, the Covered Person may be asked to produce the mobile device for inspection. The purpose of these inspections is to ensure that the Covered Person is following Township policy.

## **11. Remote Data Wipe**

Mobile Devices that only use a Personal Identification Number (PIN) for authentication must have the capability for each of the following security features:

- d. Be locked-out of the Township's network for a certain period of time;
- e. Be remotely erased or wiped by the agency or service provider; and
- f. Be automatically erased of all data after a set amount of authentication attempts, if lost or stolen.

## **12. Technical Responsibility**

All Covered Persons must agree to the following requirements:

- d. To physically protect the Mobile Device when away from a secure location;
- e. To notify the Township's Manager, when a Mobile Device is lost or stolen; and
- f. To acknowledge and agree to the terms of a personal use agreement, with terms that give the Township the authority to:
  - Remotely wipe data on the device, which potentially could include personal data;
  - Monitor any activities that go through Township servers on non-Township devices; and
  - Recover data or take possession of Mobile Devices when legally necessary.

User Acknowledgment and Agreement

It is the Township’s right to restrict or rescind Mobile Device privileges or take other administrative or legal action due to failure to comply with the above referenced Mobile Device Policy. Violation of these rules may be grounds for disciplinary action up to and including termination of employment.

I acknowledge, understand, and will comply with the above referenced Mobile Device Policy. I understand that the addition of any required government-provided third-party software may decrease the available memory or storage on my personal device and that the Township is not responsible for any loss or theft of, damage to, or failure in the Mobile Device that may result from use of third-party software and/or use of the Mobile Device in this program.

I understand that contacting vendors for trouble-shooting and support of third-party software is my responsibility, and configuration support and advice provided by the Township or its representative is limited. I understand that the use of a personal Mobile Device for Township business may result in increases to my personal monthly service plan costs.

Should I later decide to discontinue my participation in the Township’s Mobile Device program, I will allow the Township to remove and disable any Township provided third-party software and services from my personal Mobile Device.

<b>Employee Name (Printed)</b>	
<b>Manager/Supervisor Name</b>	
<b>Requested Effective Date</b>	
<b>Mobile Device Ownership</b>	<input type="checkbox"/> Township-owned Mobile Device <input type="checkbox"/> Employee-owned Mobile Device
<b>Device make/model (e.g., iPad, Samsung S4, iPhone 5c)</b>	
<b>Mobile Device Allowance</b>	<input type="checkbox"/> Not applicable/None <input type="checkbox"/> Voice only <input type="checkbox"/> Data only <input type="checkbox"/> Voice/Data
<b>Business Justification</b>	
<b>Notes</b>	

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Approval

\_\_\_\_\_  
Date

At a regular meeting of the Township Board of Grand Haven Charter Township, Ottawa County, Michigan, held at the Township Hall at 13300 168th Ave., Grand Haven, Michigan 49417, on September 9, 2019, at 7:00 p.m., local time.

PRESENT:

ABSENT:

The following resolution was offered by Trustee \_\_\_\_\_ and seconded by Trustee \_\_\_\_\_

### **RESOLUTION 19-09-01**

**WHEREAS**, Grand Haven Charter Township (“Township”) has adopted a Personnel Policies and Procedures Manual; and,

**WHEREAS**, the Grand Haven Charter Township Board (“Township Board”) believes that it is in the best interest of the Township to amend or add various sections of the Personnel Policies and Procedures Manual from time-to-time as necessary; and,

**WHEREAS**, the proposed amendment has been reviewed by the Personnel Committee and recommended for decision; and,

**WHEREAS**, the Township Board believes that it is reasonable and appropriate to adopt this amendment, creating a Mobile Device Policy.

#### **NOW, THEREFORE, BE IT HEREBY RESOLVED:**

1. That Section 6.8, is to read in its entirety as follows:

#### **6.8 MOBILE DEVICE POLICY**

##### **PURPOSE:**

The purpose of this Mobile Device Policy (the “Policy”) is to provide guidance and standardization for the use of Mobile Devices. While Mobile Devices are a necessary convenience, Grand Haven Charter Township (the “Township”) requires that all “Covered Persons” (defined below) follow the procedures listed below for their own safety and the safety of others.

##### **POLICY:**

This Policy shall apply to all Covered Persons authorized for any of the following: (i) the use of a Township-provided Mobile Device; (ii) the reimbursement by the Township for the use of a

personal Mobile Device; or (iii) the use of a personal Mobile Device in the conduct of Township business without reimbursement by the Township.

The responsibility for ensuring compliance with this Policy rests with each Department Director. The Township Manager (the “Manager,” including any designee of the Manager) reserves the right to approve, deny, and terminate the use of a Township-provided Mobile Device, the reimbursement by the Township for the use of a personal Mobile Device, or the use of a personal Mobile Device in the conduct of Township business without reimbursement by the Township. The Township has the authority to take necessary measures to manage the use of Township-provided Mobile Devices and personal Mobile Devices used in the conduct of Township business and is not responsible for the loss of personal information or costs that may result from the management and control activities needed to ensure acceptable use of such devices. However, the Township is committed to taking reasonable steps to minimize and/or avoid the loss of personal information and data.

All Covered Persons are expected to comply with this Policy and all other Township policies, regulations, and directives, and to exercise the same care in communicating information as when communicating from any Township-provided device or personal Mobile Device authorized for use in the conduct of Township business.

The Manager is responsible for interpretation and enforcement of this Policy as it applies to all Employees. Any Employee who violates this Policy may be subject to disciplinary action, up to and including termination of employment or service on behalf of the Township.

## **DEFINITIONS:**

### **1. Covered Person**

All Township employees, elected and appointed officials, and other persons who are authorized for any of the following: (i) the use of a Township-provided Mobile Device; (ii) the reimbursement by the Township for the use of a personal Mobile Device; or (iii) the use of a personal Mobile Device in the conduct of Township business without reimbursement by the Township.

### **2. Employee**

Any Township employee, as referenced in this Policy, includes any individual who is employed by the Township and is on the payroll of the Township, regardless of the source of funds by which the individual is paid. The term “employee” shall not include any individual elected to public office, or any individual appointed to an executive, ministerial, or policy-making position.

### **3. Encrypted/Encryption**

A process of converting data to an unrecognizable form to protect sensitive information so that only authorized individuals can view it.

#### **4. IT Administrator**

An individual that the Manager designates to oversee the Township's information technology (IT).

#### **5. Mobile Device**

A Mobile Device approved for use under this Policy will include cell phones, smart phones, tablets, laptops, and other devices specifically approved by the Township that allow the user to communicate and/or access Township Data through wireless, cellular, or other similar mobile network technology.

#### **6. Non-Public Data**

Any type of Township Data that is not available to the public (e.g. private and confidential information such as social security numbers, personnel information, attorneys' work, etc.).

#### **7. Township Data**

Everything the Township creates, collects, and maintains in written or electronic format.

### **PROCEDURE:**

#### **General Information**

1. Covered Persons whose job requires them to use a Mobile Device for Township business, as outlined in this Policy, may have the option to use a Township-provided Mobile Device or be eligible to receive a monthly stipend towards the use of a personal Mobile Device service; provided, however, that the Township may require the use of a Township-provided Mobile Device without the option for a monthly stipend.
2. Eligibility for a Township-provided Mobile Device or a monthly stipend towards the use of a personal Mobile Device shall be recommended by a Department Director and determined by the Manager using the criteria listed. All of the following listed criteria should be considered to justify a request, as neither the presence nor absence of any criteria will singularly be used to justify or reject a request.
  - a. The Covered Person's position requires a high degree of mobility.
  - b. The Covered Person regularly performs job functions at locations where a "land-line" is not available.
  - c. The Covered Person is a Department Director, elected or appointed official, manager, supervisor, etc.

- d. The Covered Person is required to attend frequent off-site events (e.g. meetings, conferences, etc.).
  - e. The Covered Person is involved in some type of emergency response role.
  - f. The Covered Person needs to be available for 24/7 “on call” emergency support.
3. The Manager, and/or the Manager’s designee, will maintain a list of all Covered Persons. This list will be reviewed and updated as needed for changes.
4. Township-provided Mobile Devices
- a. The Township will maintain and support a Mobile Device, taking into consideration concerns regarding security, coverage throughout the Township, and affordability of the coverage plan.
  - b. The IT Administrator will maintain Township-provided Mobile Devices, including, as further described below in the “Security” section, assisting the Manager in determining if a Mobile Device should be wiped as a result of being lost, stolen, suffering a security breach, etc.
  - c. The use of a Township-provided Mobile Device is allowed to the extent that it does not interfere or impair the Township’s network, the data plan on the mobile network or violate any state or federal laws.
  - d. As needed, the Township cost for a Mobile Device with various features will be updated, which also establishes the basis for monthly stipends for the use of personal Mobile Devices.
5. Personal Mobile Device use with Township reimbursement
- a. Eligible Covered Persons will receive a monthly stipend that matches the Township’s cost for similar plans for Township-provided Mobile Devices. For purposes of clarification, the stipend is intended to reimburse the Covered Person for the average business use of the Mobile Device, not to pay the entire bill.
  - b. All costs for the Mobile Device, including, but not limited to, the device or accessories purchases, its maintenance/repair/replacement, and other extraordinary costs, will be borne by the individual.
  - c. As further described below in the “Security” section, as a condition of receiving a stipend for reimbursement, the eligible Covered Person acknowledges and agrees that the Mobile Device will be subject to, in the discretion of the Township Manager, a determination whether a Mobile Device should be wiped as a result of being lost, stolen, suffering a security breach, etc.

## **Safety:**

**The Township has a zero-tolerance policy regarding use of a Mobile Device while driving.** For the safety of Township Personnel and the safety of others, it is imperative that Covered Persons pull over and stop at a safe location to dial, receive, or converse on a Mobile Device in any way.

Covered Persons may not use Mobile Devices while operating a motor vehicle under any of the following situations, regardless of whether a hands-free device is used:

- a. When a Covered Person is operating a motor vehicle owned, leased, or rented by the Township;
- b. When a Covered Person is operating a personal motor vehicle in connection with Township business;
- c. When the Mobile Device is Township-owned or leased; and
- d. When a Covered Person is using the Mobile Device to conduct Township business.

Notwithstanding the foregoing, the Township recognizes that certain Covered Persons must at times use their Mobile Devices while driving in order to effectively and expediently respond to emergency calls and provide emergency services. Accordingly, the Township's zero-tolerance policy regarding using a Mobile Device while operating a motor vehicle does not apply to the following Covered Persons when they are responding to an emergency call or providing an emergency service: (i) the Township's Fire and Rescue Department's emergency response personnel; and (ii) any other Covered Person expressly authorized in writing by the Manager. The Township expects that all Covered Persons included in this exception will attempt to avoid driver distractions to the greatest extent reasonably possible, including, by way of example, delegating the use of Mobile Devices while driving to a non-driver passenger. Additionally, this exception should not be deemed by any Covered Persons to obviate the Township's normal procedure for conducting investigations in the event that a motor vehicle accident occurs, nor will the exception prevent the Township from taking disciplinary action against a Covered Person if warranted.

## **Security:**

Any Mobile Device that stores Township Data is subject to FOIA and eDiscovery. While the Township will take necessary action to provide information as requested, Covered Persons will be required to surrender their Mobile Devices as needed to provide the requested information.

Additionally, the Township shall do its reasonable best to prevent the unauthorized disclosure of Non-Public Data on Mobile Devices.

## 1. **Encryption of Non-Public Data**

All Non-Public Data stored on Mobile Devices must be Encrypted by one of the following means:

- a. An approved, third party product that is enforced through a controlled configuration and cannot be disabled by the user; or
- b. Encryption that is enforced through a technical policy or localized application that cannot be overwritten by the user.

## 2. **Password / Authentication Requirements**

All Mobile Devices that contain Non-Public Data or synchronize with services that can access Non-Public Data must be protected with user authentication.

## 3. **Privacy**

No Covered Persons should expect any privacy except that which is governed by law. The Township has the right, at any time, to monitor and preserve any communications that utilize the Township's network in any way, including data, voicemail, telephone logs, Internet use, network traffic, etc., to determine proper utilization, regardless of ownership status of the device used to access the Township's networks.

The Township Manager reserves the right to review, retain, or release personal and Township-related data on mobile devices to government agencies or third parties during an investigation or litigation. The Township Manager may review the activity and analyze usage patterns to assure that the Township's resources in these areas are being utilized according to this policy.

Furthermore, no Covered Persons shall knowingly disable any network software or system identified as a monitoring tool.

## 4. **Inspection**

At any time, the Covered Person may be asked to produce the mobile device for inspection. The purpose of these inspections is to ensure that the employee is following Township policy.

## 5. **Remote Data Wipe**

Mobile Devices that only use a Personal Identification Number (PIN) for authentication must have the capability for each of the following security features:

- a. Be locked-out of the Township's network for a certain period of time;
- b. Be remotely erased or wiped by the agency or service provider; and

- c. Be automatically erased of all data after a set amount of authentication attempts, if lost or stolen.

## 6. **Technical Responsibility**

All Covered Persons must agree to the following requirements:

- a. To physically protect the Mobile Device when away from a secure location;
- b. To notify the Township's Manager, when a Mobile Device is lost or stolen; and
- c. To acknowledge and agree to the terms of a personal use agreement, with terms that give the Township the authority to:
  - Remotely wipe data on the device, which potentially could include personal data;
  - Monitor any activities that go through Township servers on non-Township devices; and
  - Recover data or take possession of Mobile Devices when legally necessary.

User Acknowledgment and Agreement

It is the Township’s right to restrict or rescind Mobile Device privileges or take other administrative or legal action due to failure to comply with the above referenced Mobile Device Policy. Violation of these rules may be grounds for disciplinary action up to and including termination of employment.

I acknowledge, understand, and will comply with the above referenced Mobile Device Policy. I understand that the addition of any required government-provided third-party software may decrease the available memory or storage on my personal device and that the Township is not responsible for any loss or theft of, damage to, or failure in the Mobile Device that may result from use of third-party software and/or use of the Mobile Device in this program.

I understand that contacting vendors for trouble-shooting and support of third-party software is my responsibility, and configuration support and advice provided by the Township or its representative is limited. I understand that the use of a personal Mobile Device for Township business may result in increases to my personal monthly service plan costs.

Should I later decide to discontinue my participation in the Township’s Mobile Device program, I will allow the Township to remove and disable any Township provided third-party software and services from my personal Mobile Device.

<b>Employee Name (Printed)</b>	
<b>Manager/Supervisor Name</b>	
<b>Requested Effective Date</b>	
<b>Mobile Device Ownership</b>	<input type="checkbox"/> Township-owned Mobile Device <input type="checkbox"/> Employee-owned MobileDevice
<b>Device make/model (e.g., iPad, Samsung S4, iPhone 5c)</b>	
<b>Mobile Device Allowance</b>	<input type="checkbox"/> Not applicable/None <input type="checkbox"/> Voice only <input type="checkbox"/> Data only <input type="checkbox"/> Voice/Data
<b>Business Justification</b>	
<b>Notes</b>	

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Approval

\_\_\_\_\_  
Date

2. That all resolutions in conflict herewith in whole or in part are hereby revoked to the extent of such conflict.

YES:

NO:

ABSENT:

RESOLUTION DECLARED ADOPTED.

DATED: September 9, 2019

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Laurie Larsen, Township Clerk

**CERTIFICATE**

I, the undersigned, the duly qualified and acting Township Clerk of the Grand Haven Charter Township, Ottawa County, Michigan, do hereby 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 September 9, 2019, do further hereby certify that public notice of said meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

\_\_\_\_\_  
Laurie Larsen, Township Clerk

At a regular meeting of the Township Board of Grand Haven Charter Township, Ottawa County, Michigan, held at the Township Hall at 13300 168th Ave., Grand Haven, Michigan 49417, on September 9, 2019, at 7:00 p.m., local time.

PRESENT:

ABSENT:

The following resolution was offered by Trustee \_\_\_\_\_ and seconded by Trustee \_\_\_\_\_

**RESOLUTION 19-09-01**

**WHEREAS**, Grand Haven Charter Township (“Township”) has adopted a Personnel Policies and Procedures Manual; and,

**WHEREAS**, the Grand Haven Charter Township Board (“Township Board”) believes that it is in the best interest of the Township to amend or add various sections of the Personnel Policies and Procedures Manual from time-to-time as necessary; and,

**WHEREAS**, the proposed amendment has been reviewed by the Personnel Committee and recommended for decision; and,

**WHEREAS**, the Township Board believes that it is reasonable and appropriate to adopt this amendment, creating a Mobile Device Policy.

**NOW, THEREFORE, BE IT HEREBY RESOLVED:**

1. That Section 6.8, is to read in its entirety as follows:

**6.8 MOBILE DEVICE POLICY**

**PURPOSE:**

The purpose of this Mobile Device Policy (the “Policy”) is to provide guidance and standardization for the use of Mobile Devices. While Mobile Devices are a necessary convenience, Grand Haven Charter Township (the “Township”) requires that all “Covered Persons” (defined below) follow the procedures listed below for their own safety and the safety of others.

**POLICY:**

This Policy shall apply to all Covered Persons authorized for any of the following: (i) the use of a Township-provided Mobile Device; (ii) the reimbursement by the Township for the use of a

personal Mobile Device; or (iii) the use of a personal Mobile Device in the conduct of Township business without reimbursement by the Township.

The responsibility for ensuring compliance with this Policy rests with each Department Director. The Township Manager (the “Manager,” including any designee of the Manager) reserves the right to approve, deny, and terminate the use of a Township-provided Mobile Device, the reimbursement by the Township for the use of a personal Mobile Device, or the use of a personal Mobile Device in the conduct of Township business without reimbursement by the Township. The Township has the authority to take necessary measures to manage the use of Township-provided Mobile Devices and personal Mobile Devices used in the conduct of Township business and is not responsible for the loss of personal information or costs that may result from the management and control activities needed to ensure acceptable use of such devices. However, the Township is committed to taking reasonable steps to minimize and/or avoid the loss of personal information and data.

All Covered Persons are expected to comply with this Policy and all other Township policies, regulations, and directives, and to exercise the same care in communicating information as when communicating from any Township-provided device or personal Mobile Device authorized for use in the conduct of Township business.

The Manager is responsible for interpretation and enforcement of this Policy as it applies to all Employees. Any Employee who violates this Policy may be subject to disciplinary action, up to and including termination of employment or service on behalf of the Township.

## **DEFINITIONS:**

### **1. Covered Person**

All Township employees, elected and appointed officials, and other persons who are authorized for any of the following: (i) the use of a Township-provided Mobile Device; (ii) the reimbursement by the Township for the use of a personal Mobile Device; or (iii) the use of a personal Mobile Device in the conduct of Township business without reimbursement by the Township.

### **2. Employee**

Any Township employee, as referenced in this Policy, includes any individual who is employed by the Township and is on the payroll of the Township, regardless of the source of funds by which the individual is paid. The term “employee” shall not include any individual elected to public office, or any individual appointed to an executive, ministerial, or policy-making position.

### **3. Encrypted/Encryption**

A process of converting data to an unrecognizable form to protect sensitive information so that only authorized individuals can view it.

#### **4. IT Administrator**

An individual that the Manager designates to oversee the Township's information technology (IT).

#### **5. Mobile Device**

A Mobile Device approved for use under this Policy will include cell phones, smart phones, tablets, laptops, and other devices specifically approved by the Township that allow the user to communicate and/or access Township Data through wireless, cellular, or other similar mobile network technology.

#### **6. Non-Public Data**

Any type of Township Data that is not available to the public (e.g. private and confidential information such as social security numbers, personnel information, attorneys' work, etc.).

#### **7. Township Data**

Everything the Township creates, collects, and maintains in written or electronic format.

### **PROCEDURE:**

#### **General Information**

1. Covered Persons whose job requires them to use a Mobile Device for Township business, as outlined in this Policy, may have the option to use a Township-provided Mobile Device or be eligible to receive a monthly stipend towards the use of a personal Mobile Device service; provided, however, that the Township may require the use of a Township-provided Mobile Device without the option for a monthly stipend.
2. Eligibility for a Township-provided Mobile Device or a monthly stipend towards the use of a personal Mobile Device shall be recommended by a Department Director and determined by the Manager using the criteria listed. All of the following listed criteria should be considered to justify a request, as neither the presence nor absence of any criteria will singularly be used to justify or reject a request.
  - a. The Covered Person's position requires a high degree of mobility.
  - b. The Covered Person regularly performs job functions at locations where a "land-line" is not available.
  - c. The Covered Person is a Department Director, elected or appointed official, manager, supervisor, etc.

- d. The Covered Person is required to attend frequent off-site events (e.g. meetings, conferences, etc.).
    - e. The Covered Person is involved in some type of emergency response role.
    - f. The Covered Person needs to be available for 24/7 “on call” emergency support.
3. The Manager will maintain a list of all Covered Persons. This list will be reviewed and updated as needed for changes.
4. Township-provided Mobile Devices
  - a. The Township will maintain and support a Mobile Device, taking into consideration concerns regarding security, coverage throughout the Township, and affordability of the coverage plan.
  - b. The IT Administrator will maintain Township-provided Mobile Devices, including, as further described below in the “Security” section, assisting the Manager in determining if a Mobile Device should be wiped as a result of being lost, stolen, suffering a security breach, etc.
  - c. The use of a Township-provided Mobile Device is allowed to the extent that it does not interfere or impair the Township’s network, the data plan on the mobile network or violate any state or federal laws.
  - d. As needed, the Township cost for a Mobile Device with various features will be updated, which also establishes the basis for monthly stipends for the use of personal Mobile Devices.
5. Personal Mobile Device use with Township reimbursement
  - a. Eligible Covered Persons will receive a monthly stipend that matches the Township’s cost for similar plans for Township-provided Mobile Devices. For purposes of clarification, the stipend is intended to reimburse the Covered Person for the average business use of the Mobile Device, not to pay the entire bill.
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## **Safety:**

**The Township mandates that any use of a Mobile Device while driving by a Covered Person be accomplished in a manner consistent with the safety of the Covered Person and all other persons potentially affected.**

When a Covered Person is operating a motor vehicle owned, leased, or rented by the Township; when a Covered Person is operating a personal motor vehicle in connection with Township business; when the Mobile Device is Township-owned or leased; and when a Covered Person is using the Mobile Device to conduct Township business, the Township recognizes that certain Covered Persons must at times use their Mobile Devices while driving in order to effectively and expediently respond to the demands of their position for the Township. Accordingly, the Township's policy regarding a Covered Person's use of a Mobile Device while operating a motor vehicle is as follows.

The Township expects that all Covered Persons who must use Mobile Devices while driving will attempt to avoid driver distractions to the greatest extent reasonably possible, including, by way of example, delegating the use of Mobile Devices while driving to a non-driver passenger.

If no delegation is possible, and if the weather condition for driving or the traffic conditions for driving are too challenging for a Covered Person to use a Mobile Device while operating a motor vehicle, then the Covered Person may use the Mobile Device only after pulling the motor vehicle over to a safe location. However, if no delegation of the Mobile Device operation is possible, and if the weather conditions and traffic conditions are favorable for a Covered Person to use a Mobile Device while operating a motor vehicle, and if use of the Mobile Device is necessary for the Covered Person to effectively and expediently respond to the demands of the responsibilities owed to the Township, the Covered Person may use a Mobile Device while operating a motor vehicle. In that event, the Covered Person must use hands free technology so that both hands are available to operate the motor vehicle, must use memory or call back functions to avoid trying to find or dial a number on the Mobile Device, must keep all attention focused on the motor vehicle driving function, must keep the Mobile Device use as brief as reasonably possible, and must immediately cease the use of a Mobile Device while operating a motor vehicle if any of these conditions changes.

In any event, any use of a Mobile Device while operating a motor vehicle by a Covered Person must always comply with all applicable local, state, and federal laws and ordinances.

## **Security:**

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Additionally, the Township shall do its reasonable best to prevent the unauthorized disclosure of Non-Public Data on Mobile Devices.

1. **Encryption of Non-Public Data**

All Non-Public Data stored on Mobile Devices must be Encrypted by one of the following means:

- a. An approved, third party product that is enforced through a controlled configuration and cannot be disabled by the user; or
- b. Encryption that is enforced through a technical policy or localized application that cannot be overwritten by the user.

2. **Password / Authentication Requirements**

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No Covered Persons should expect any privacy except that which is governed by law. The Township has the right, at any time, to monitor and preserve any communications that utilize the Township's network in any way, including data, voicemail, telephone logs, Internet use, network traffic, etc., to determine proper utilization, regardless of ownership status of the device used to access the Township's networks.

The Township Manager reserves the right to review, retain, or release personal and Township-related data on mobile devices to government agencies or third parties during an investigation or litigation. The Township Manager may review the activity and analyze usage patterns to assure that the Township's resources in these areas are being utilized according to this policy.

Furthermore, no Covered Persons shall knowingly disable any network software or system identified as a monitoring tool.

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At any time, the Covered Person may be asked to produce the mobile device for inspection. The purpose of these inspections is to ensure that the Covered Person is following Township policy.

5. **Remote Data Wipe**

Mobile Devices that only use a Personal Identification Number (PIN) for authentication must have the capability for each of the following security features:

- a. Be locked-out of the Township's network for a certain period of time;

- b. Be remotely erased or wiped by the agency or service provider; and
- c. Be automatically erased of all data after a set amount of authentication attempts, if lost or stolen.

6. **Technical Responsibility**

All Covered Persons must agree to the following requirements:

- a. To physically protect the Mobile Device when away from a secure location;
- b. To notify the Township's Manager, when a Mobile Device is lost or stolen; and
- c. To acknowledge and agree to the terms of a personal use agreement, with terms that give the Township the authority to:
  - Remotely wipe data on the device, which potentially could include personal data;
  - Monitor any activities that go through Township servers on non-Township devices; and
  - Recover data or take possession of Mobile Devices when legally necessary.

User Acknowledgment and Agreement

It is the Township’s right to restrict or rescind Mobile Device privileges or take other administrative or legal action due to failure to comply with the above referenced Mobile Device Policy. Violation of these rules may be grounds for disciplinary action up to and including termination of employment.

I acknowledge, understand, and will comply with the above referenced Mobile Device Policy. I understand that the addition of any required government-provided third-party software may decrease the available memory or storage on my personal device and that the Township is not responsible for any loss or theft of, damage to, or failure in the Mobile Device that may result from use of third-party software and/or use of the Mobile Device in this program.

I understand that contacting vendors for trouble-shooting and support of third-party software is my responsibility, and configuration support and advice provided by the Township or its representative is limited. I understand that the use of a personal Mobile Device for Township business may result in increases to my personal monthly service plan costs.

Should I later decide to discontinue my participation in the Township’s Mobile Device program, I will allow the Township to remove and disable any Township provided third-party software and services from my personal Mobile Device.

<b>Employee Name (Printed)</b>	
<b>Manager/Supervisor Name</b>	
<b>Requested Effective Date</b>	
<b>Mobile Device Ownership</b>	<input type="checkbox"/> Township-owned Mobile Device <input type="checkbox"/> Employee-owned MobileDevice
<b>Device make/model (e.g., iPad, Samsung S4, iPhone 5c)</b>	
<b>Mobile Device Allowance</b>	<input type="checkbox"/> Not applicable/None <input type="checkbox"/> Voice only <input type="checkbox"/> Data only <input type="checkbox"/> Voice/Data
<b>Business Justification</b>	
<b>Notes</b>	

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Approval

\_\_\_\_\_  
Date

2. That all resolutions in conflict herewith in whole or in part are hereby revoked to the extent of such conflict.

YES:

NO:

ABSENT:

RESOLUTION DECLARED ADOPTED.

DATED: September 9, 2019

---

Laurie Larsen, Township Clerk

**CERTIFICATE**

I, the undersigned, the duly qualified and acting Township Clerk of the Grand Haven Charter Township, Ottawa County, Michigan, do hereby 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 September 9, 2019, do further hereby certify that public notice of said meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

\_\_\_\_\_  
Laurie Larsen, Township Clerk

At a meeting of the Township Board of the Charter Township of Grand Haven, held at the Township Hall at 13300 168<sup>th</sup> Avenue, Grand Haven, Ottawa County, Michigan, on the 9<sup>th</sup> day of September, 2019 at 7:00 p.m., local time.

After certain other matters of business were concluded, the Supervisor stated the next order of business was the consideration of a Resolution to relinquish, and convey, jurisdiction over an abandoned road right-of-way by the Ottawa County Road Commission and transferred to the Township by quit claim deed.

The proposed resolution was discussed by the members of the Board, and after discussion was completed the following resolution was offered by \_\_\_\_\_, and seconded by \_\_\_\_\_.

**GRAND HAVEN CHARTER TOWNSHIP  
RESOLUTION 19-09-02**

**RESOLUTION TO RELINQUISH, AND CONVEY,  
JURISDICTION OVER PINE DEW DRIVE**

**WHEREAS**, this Resolution pertains to property dedicated as Pine Dew Drive in the plat of Lincoln Pines Subdivision, located in the SE ¼ of Section 12, T7N, R16W, Grand Haven Charter Township, Ottawa County, Michigan; and

**WHEREAS**, on July 18, 2019, the Ottawa County Road Commission abandoned and discontinued all of Pine Dew Drive east of the east right-of-way of Pine Glen Drive in the plat of Lincoln Pines Subdivision, and conveyed that portion of Pine Dew Drive to Grand Haven Charter Township by Quit Claim Deed recorded on August 16, 2019, as Document No. 2019-0028463 of Ottawa County records, a copy of such Deed being attached as Exhibit A (three pages); and

**WHEREAS**, the Township has determined to relieve itself of control over that portion of Pine Dew Drive and convey its interest to the appropriate private party—Signature Land Development Corporation, a Michigan Corporation; and

**NOW, THEREFORE BE IT RESOLVED** on the basis of the above facts, the Township Board resolves as follows:

1. The Township Board abandons that portion of Pine Dew Drive subject to the Deed attached as Exhibit A, relinquishes jurisdiction over it, and conveys interest to Signature Land Development Corporation, a Michigan corporation in the Lincoln Pines Subdivision, in accordance with the terms of this Resolution and proposed Quit Claim Deed.
2. Signature Land Development Corporation, a Michigan corporation, with offices at 1188 East Paris Avenue SE, Suite 100, Grand Rapids, Michigan 49546, will be given a copy of this completed and executed Resolution as well as the recorded Quit Claim Deed.
3. The Affidavit of Mailing, confirming that a copy of this completed and executed Resolution was properly mailed to Signature Land Development Corporation, a Michigan corporation, is attached as Exhibit B.

4. Pine Dew Drive as abandoned shall be conveyed to the ownership of Signature Land Development Corporation, a Michigan corporation, a draft version of which is attached as Exhibit C.
5. All resolutions in conflict with this Resolution are repealed to the extent of such conflict.

AYES:

NAYS:

ABSENT:

**RESOLUTION DECLARED ADOPTED ON SEPTEMBER 9, 2019.**

---

Laurie Larsen, Township Clerk  
Grand Haven Charter Township

**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 meeting of the Township Board held on the 9<sup>th</sup> day of September, 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, Township Clerk  
Grand Haven Charter Township



8 8 2 6 9 5 5

Tx:4427126

8/16/2019 3:20:00 PM

2019-0028463

FILED/SEALED FOR RECORD IN  
OTTAWA COUNTY, MI  
JUSTIN F. ROEBUCK  
COUNTY CLERK/REGISTER OF DEEDS  
08/16/2019 AT 03:21 PM  
QUIT CLAIM DEED  
30.00

EXHIBIT A

**QUIT CLAIM DEED**

**KNOW ALL MEN BY THESE PRESENTS THAT: Ottawa County Road Commission,**  
whose address is 14110 Lakeshore Drive, Grand Haven, Michigan, 49417,

**Quit Claims to Grand Haven Charter Township,** with offices located at 13300 168<sup>th</sup> Avenue, Grand Haven, Michigan 49417,

the following described premises situated in the Charter Township of Grand Haven, County of Ottawa, and State of Michigan, to-wit:

All of Pine Dew Drive east of the east right-of-way line of Pine Glen Drive in the plat of Lincoln Pines Subdivision, located in the SE ¼ of Section 12, T7N, R16W, Grand Haven Charter Township, Ottawa County, Michigan (see pages 1 and 2 of Exhibit).

The above described public platted right-of-way being conveyed to Grand Haven Charter Township as the Board of County Road Commissioners, County of Ottawa have abandoned their public right of way rights, for the sum of less than (\$100.00).

Dated this 18<sup>th</sup> day of July, 2019.

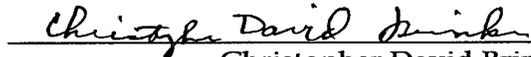
**GRANTOR:**

  
Name: Brett A. Laughlin  
Title: Managing Director

STATE OF MICHIGAN     )  
                                  )ss  
COUNTY OF OTTAWA    )

The foregoing instrument was acknowledged before me in Ottawa County, Michigan, on this 18<sup>th</sup> day of July, 2019 by Brett A. Laughlin, Managing Director, of the Ottawa County Road Commission.

CHRISTOPHER DAVID BRINKER  
Notary Public, State of Michigan  
County of Ottawa  
My Commission Expires Aug. 14, 2024  
Acting in the County of Ottawa

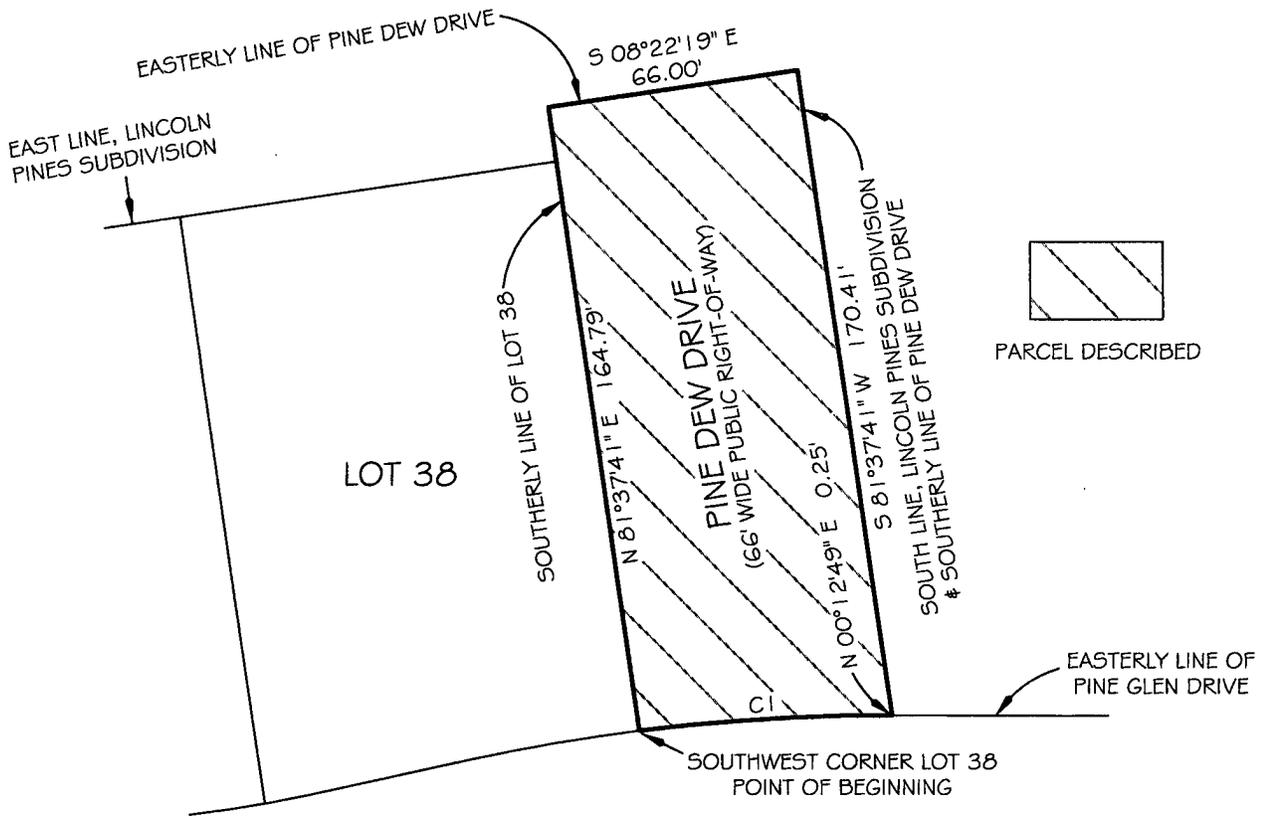
  
Christopher David Brinker  
Notary Public  
Ottawa County, Michigan  
My Commission Expires: August 14, 2024

Prepared by and after recording return to:

John H. Gutierrez  
Ottawa County Road Commission  
14110 Lakeshore Drive  
Grand Haven, Michigan 49417



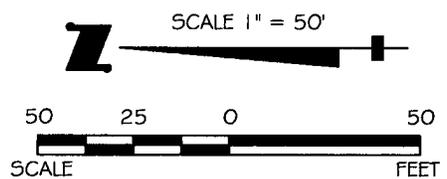
# EXHIBIT



PINE GLEN DRIVE  
(66' WIDE PUBLIC RIGHT-OF-WAY)

LINCOLN PINES  
SUBDIVISION  
(DOCUMENT NO.  
2016-0044766)

CURVE TABLE					
CURVE	ARC	RADIUS	CENTRAL ANGLE	CHORD BEARING	CHORD DISTANCE
C1	66.04'	508.00'	07°26'54"	N 03°31'08" W	65.99'



## HOLLAND ENGINEERING

ENGINEERING | SURVEYING | PIPELINE SERVICES

JOB NUMBER: 17-09-024 (REFERENCE 14-10-005)  
DATE: JULY 15, 2019  
SHEET 1 OF 2  
PAGE

220 Hoover Boulevard, Suite 2  
Holland, Michigan 49423-3766  
www.hollandengineering.com  
T 616-392-5938 F 616-392-2116

# EXHIBIT

## DESCRIPTION:

A PARCEL OF LAND BEING PINE DEW DRIVE, A 66-FOOT WIDE PUBLIC RIGHT-OF-WAY AND PART OF LINCOLN PINES SUBDIVISION ACCORDING TO THE RECORDED PLAT IN DOCUMENT NUMBER 2016-0044766, PUBLIC RECORDS OF OTTAWA COUNTY, MICHIGAN, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF LOT 38 OF SAID LINCOLN PINES SUBDIVISION; THENCE NORTH 81 DEGREES 37 MINUTES 41 SECONDS EAST, ALONG THE SOUTHERLY LINE OF SAID LOT 38 AND THE EASTERLY EXTENSION THEREOF, A DISTANCE OF 164.79 FEET TO THE EASTERLY LINE OF PINE DEW DRIVE; THENCE SOUTH 08 DEGREES 22 MINUTES 19 SECONDS EAST ALONG THE EASTERLY LINE OF PINE DEW DRIVE A DISTANCE OF 66.00 FEET TO A SOUTH LINE OF LINCOLN PINES SUBDIVISION AND THE SOUTHERLY LINE OF PINE DEW DRIVE; THENCE SOUTH 81 DEGREES 37 MINUTES 41 SECONDS WEST ALONG A SOUTH LINE OF LINCOLN PINES SUBDIVISION AND THE SOUTHERLY LINE OF PINE DEW DRIVE, A DISTANCE OF 170.41 FEET TO THE EAST LINE OF PINE GLEN DRIVE; THENCE NORTH 00 DEGREES 12 MINUTES 49 SECONDS EAST 0.25 FEET ALONG THE EAST LINE OF PINE GLEN DRIVE; THENCE 66.04 FEET ALONG THE ARC OF A CURVE TO THE LEFT, ALONG THE EASTERLY LINE OF PINE GLEN DRIVE, SAID CURVE HAVING A RADIUS OF 508.00 FEET, A CENTRAL ANGLE OF 07 DEGREES 26 MINUTES 54 SECONDS AND A CHORD WHICH BEARS NORTH 03 DEGREES 31 MINUTES 08 SECONDS WEST, A DISTANCE OF 65.99 FEET TO THE POINT OF BEGINNING. CONTAINING 11,014 SQUARE FEET OF LAND, MORE OR LESS.

**HOLLAND**  
ENGINEERING

ENGINEERING | SURVEYING | PIPELINE SERVICES

220 Hoover Boulevard, Suite 2  
Holland, Michigan 49423-3766  
[www.hollandengineering.com](http://www.hollandengineering.com)  
T 616-392-5938 F 616-392-2116

JOB NUMBER: 17-09-024 (REFERENCE 14-10-005)  
DATE: JULY 27, 2019  
~~SHEET~~ 2 OF 2  
PAGE



**EXHIBIT C**

**QUIT CLAIM DEED**

**KNOW ALL MEN BY THESE PRESENTS THAT: Grand Haven Charter Township**, whose address is 13300 168<sup>th</sup> Avenue, Grand Haven, Michigan 49417;

**Quit Claims to Signature Land Development Corporation**, a Michigan Corporation with offices located at 1188 East Paris Avenue SE, Suite 100, Grand Rapids, Michigan 49546;

the following described premises situated in the Charter Township of Grand Haven, County of Ottawa, and State of Michigan, to-wit:

All of Pine Dew Drive east of the east right-of-way line of Pine Glen Drive in the plat of Lincoln Pines Subdivision, located in the SE ¼ of Section 12, T7N, R16W, Grand Haven Charter Township, Ottawa County, Michigan (see pages 1 and 2 of Exhibit).

the above described private platted right-of-way being conveyed to Signature Land Development Corporation as the Charter Township of Grand Haven, County of Ottawa have abandoned their private right-of-way rights, for the sum of less than (\$100.00).

Dated this 9<sup>th</sup> day of September, 2019.

**GRANTOR:**

\_\_\_\_\_  
Name: William D. Cargo  
Title: Superintendent

STATE OF MICHIGAN     )  
  )ss  
COUNTY OF OTTAWA     )

The foregoing instrument was acknowledged before me in Ottawa County, Michigan, on this 9<sup>th</sup> day of September, 2019 by William D. Cargo, Superintendent, of the Charter Township of Grand Haven.

\_\_\_\_\_  
Andrea M Dumbrell  
Notary Public  
Ottawa County, Michigan  
My Commission Expires: June 20, 2024

Prepared by and after recording return to:  
Stacey Fedewa, AICP  
Grand Haven Charter Township  
13300 168<sup>th</sup> Avenue  
Grand Haven, Michigan 49417



## Manager's Memo

DATE: September 5, 2019  
TO: Township Board  
FROM: Cargo  
RE: Approve Low Bid – Historic Cemetery Expansion

---

Construction bids for the 2019 – 2020 Historic Cemetery Expansion project were opened on Thursday, August 15<sup>th</sup>.

There were five (5) firms that bid on this project ... with bids ranging from a low **\$119,611** to a high of **\$231,200**. *(It should be noted that the low bid was about 20% below ↓ the budget estimate for this pathway project and was **\$13,649 below** ↓ the next lowest bid.)*

The low bid was from Schmidt Brothers Excavating, Inc. (*Grand Haven*). *(See attached bid tabulations.)*

Prien and Newhof (P&N) is recommending that the Township award the construction contract to Schmidt Brothers Excavating, Inc. and note this firm has successfully completed several projects for the Township and other West Michigan municipalities.

It is noted that the project is awaiting the expected approval from the Ottawa County Public Health department.

If the Board agrees with the recommendation from P&N, the following motion can be offered:

**Move to award the Historic Cemetery Expansion project to Schmidt Brothers Excavating, Inc. for the bid price \$119,611.25 and to authorize Superintendent Cargo to execute the necessary construction contract, pending approval of the project from the Ottawa County Public Health department.**

If there are any questions or comments prior to the meeting, please contact me.

**Bid Tabulation**

Owner: Grand Haven Charter Township		1st		2nd		3rd		4th		5th			
Project Title: Historic Cemetery East Side Expansion		Schmidt Bros Exc. Inc 1606A Williams St Grand Haven, MI 49437		Accurate Excavators 2821 Central Road Muskegon, MI 49445		Northern Pipeline Construction 1689t 148th Ave Spring Lake, MI 49456		Kamminga Brothers 3435 Broadmoor Ave SE Grand Rapids, MI 49532		Weick Bros 3029 Weick Dr Hopkins, MI 49328			
Bid Date & Time: August 15, 2019 at 10:00 AM		Project #: 2180556											
Item No.	Description	Quantity	Unit	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount		
1	Mobilization, Max 10%	1.0	hour	\$7,500.00	\$7,500.00	\$5,000.00	\$5,000.00	\$10,000.00	\$10,000.00	\$20,000.00	\$20,000.00		
2	Clearing	1.0	hour	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$20,950.00	\$20,950.00	\$19,000.00	\$19,000.00		
3	Grading	1.0	hour	\$25,850.00	\$25,850.00	\$46,750.00	\$46,750.00	\$44,855.00	\$44,855.00	\$110,000.00	\$110,000.00		
4	Irrigation System	1.0	hour	\$15,000.00	\$15,000.00	\$7,200.00	\$7,200.00	\$16,412.00	\$16,412.00	\$18,450.00	\$18,450.00		
5	6 inch Aggregate Base	1,225.0	cyd	\$7.25	\$8,881.25	\$7.25	\$8,881.25	\$8.00	\$9,800.00	\$9.25	\$11,331.25		
6	HMA, 13A	250.0	ton	\$116.00	\$26,680.00	\$121.00	\$27,850.00	\$116.50	\$26,795.00	\$110.00	\$25,300.00		
7	Woven Wire Fence Remove and Replace	800.0	ft	\$3.00	\$2,400.00	\$7.00	\$5,600.00	\$10.50	\$8,400.00	\$13.75	\$11,000.00		
8	Restoration	1.0	hour	\$23,300.00	\$23,300.00	\$22,000.00	\$22,000.00	\$47,722.00	\$47,722.00	\$10,000.00	\$10,000.00		
<b>Total Bid</b>					<b>\$119,611.25</b>		<b>\$133,261.25</b>		<b>\$184,954.00</b>		<b>\$225,081.25</b>		<b>\$231,200.00</b>



# MANAGER'S MEMO

DATE: September 5, 2019

TO: Township Board

FROM: Bill

SUBJECT: 2020 Fiscal Year Budget Policies

## ***OVERVIEW OF SCHEDULE:***

Pursuant to state law, the Township must adopt a budget prior to December 31<sup>st</sup> (*with a public hearing prior to December 15<sup>th</sup>*). However, because the Winter Taxes are mailed to residents on December 1<sup>st</sup> and because the Winter Taxes contain special assessments that are typically approved through the Budget Resolution, staff propose to have (1) the Special Assessment rolls on the **November 11<sup>th</sup> meeting**; and, (2) the final draft of the budget on the **November 25<sup>th</sup> meeting**.

The review of the FY 2020 budget remains one of the main planning and policy activities of the Township Board. Following the guidelines found in the Township's *Administrative Policies and Procedures Manual*, the timetable for the 2020 Fiscal Year budget is as follows:

<b>Date</b>	<b>Activity</b>
09-05	Superintendent provides detailed budget assumptions and policies memorandum to the Board
09-09	Schedule Truth-in-Taxation Public Hearing
09-09	Township Board approves detailed budget assumptions and policies memorandum
09-12	Informational budget meeting for department heads
09-16 to 09-27	Department heads submit proposed revenue and expenditure plans to Superintendent
09-23	Truth-in-Taxation Public Hearing ( <i>will include a Headlee override</i> )
10-01 to 10-13	Superintendent meets with department heads to review budget
10-17	Superintendent submits proposed budget to the Township Board
10-29	Township Board reviews line item budget at a special work session
11-11	SAD Hearing held by Township Board
11-25	Budget Public Hearing held by Township Board
11-25	General Appropriations Act adopted by Township Board

## **BUDGET ASSUMPTIONS:**

As you are aware, under state law, the Township Superintendent is required to prepare and submit a budget to the Township Board for consideration. However, pursuant to the Township's *Administrative Policies and Procedures Manual*, the Township Board must first adopt the 2020 Fiscal Year budget assumptions and policies memorandum that provides detailed direction regarding the budget. (*Work on the FY 2020 budget began in August at the staff level.*)

The budget assumptions for the FY 2020 that will impact the **revenue** side of the budget equation include the following:

- ✓ **Economic growth will continue in West Michigan.** The economic expansion in West Michigan is now eight years old and is stronger than most other areas in the United States or any other region of Michigan. Many businesses are at capacity. This expansion is longer than the post-war average of 58 months. Although the next recession could, in theory, be around the corner spurred by some unpredictable shock (*e.g., trade wars, political turmoil in Washington*); **if** the current pattern holds, the current expansion should continue for at least one more year (*i.e., a large majority of economists do not predict a recession for 2020.*) If the expansion lasts through 2020, it will be the longest economic expansion on record.
- ✓ A “**Truth in Taxation**” hearing will be held on September 23<sup>rd</sup>. Because of the voter approved **Headlee override**, the General Fund millage rate is expected to increase from the current 0.8895 mills to about **1.04 mills**, which will generate about \$875k (*an increase of about \$162k*).
- ✓ The FY 2019 **Taxable Value** (TV) of the Township has **increased**↑ by about **4.8%** or about **\$38 million** to the current estimate of about **\$840.7 million**. (*The SEV for the Township has exceeded one billion dollars at \$1,027,522,600.*)
- ✓ The Taxable Value of the **DDA** is estimated at about **\$62.4 million**. TIF revenues will be collected based upon the increase of the 2019 taxable values over the 1998 taxable values, which should collect about **\$635k**.
- ✓ The **Disabled Veterans exemption** – based upon current exemptions – is expected to reduce property tax collections. The FY 2020 revenue loss is estimated at \$4,210 for the General Fund; \$7,380 for the Fire/Rescue Fund; \$1,765 for the Pathway Fund; and, \$1,350 for the Municipal Street Fund.
- ✓ The **General Operating millage** will generate about **\$811k** in revenues, after the “capture” of the tax increment revenues by the DDA.
- ✓ The **Fire/Rescue millage** will generate about **\$1.42 million** in revenues, after the “capture” of the tax increment revenues by the DDA. (*The Fire/Rescue fund balance will be reduced in 2020 to pay for the purchase of a new fire apparatus, scheduled to be delivered in Spring of next year.*)

- ✓ The **Pathway millage** will generate about **\$340k** in revenues, after the “capture” of the tax increment revenues by the DDA. *(This will be sufficient to cover the debt payments at about \$291k and provide about \$49k for maintenance, which will be in addition to GF monies.)* It is noted that the location of the final “leg” of the pathway between Lincoln Street and Ferris Street will need to be determined.
- ✓ The **Streets millage** will generate about **\$711k** in revenues, after the “capture” of the tax increment revenues by the DDA. *(This will be sufficient to cover both the Township’s share of the Harbor Transit operating budget of 0.58 mills or about \$451k – after the DDA capture – and provide about \$260k – after the DDA capture – for street maintenance, which will be in addition to GF monies.)*
- ✓ The **Police Services SAD** levy will collect about **\$449k**, which is the equivalent of approximately 0.55 mills, and is the current millage levy (*i.e., no change*).
- ✓ **Construction** estimates in the Township indicate that there will be about **440 permits** with revenues being about **\$390k**. This includes residential and one more building at Robbins Centre Pointe.
  - 45 single family homes or condominium units *(Stonewater will begin constructing homes and Lincoln Pines intends to revise their PUD to expand and add more homes too.)*
  - 10 commercial/industrial
  - 15 accessory buildings
  - 15 additions
  - 60 alterations
  - 40 decks
  - 130 re-roofing
  - 15 re-siding
  - 20 window/door replacements
  - 30 basement finishes
  - 30 swimming pools/hot tubs
  - 40 manufactured or “mobile” homes
- ✓ **State shared revenues** (*constitutional and statutory*) will increase by about 1.8% compared to FY 2019 to about **\$1.39 million**.
- ✓ **Millage rates** for the Township’s various Funds will be **4.7744 mills** and divided among the various funds as noted below:
  - 1.0431 mills for the General Fund or about \$811k;
  - 1.8292 mills for the Fire/Rescue Fund or about \$1.42 million;
  - 0.9145 mills for the Transportation Fund or about \$711k;
  - 0.5500 mills for the Police Services Fund or about \$449k; and
  - 0.4376 mills for the Pathway Fund or about \$340k.
- ✓ **Administrative fees** paid to the General Fund will be about equal during FY 2020.

- ✓ **Water and Sewer utility rates** will increase↑ by 3% for water and 3% for sewer. Further, there will be an estimated 50 new water connections and 30 new sewer connections.
- ✓ All other fees and charges are expected to remain stable for FY 2020.

The fund balance or cash reserves of the Township’s twelve (12) Funds at the end of FY 2019 will remain strong with the following estimates based upon the most recent budget amendments:

1. General Fund <u>undesignated</u> fund balance	= \$ <b>1,821,204</b>
General Fund <u>designated</u> fund balance	= \$ <b>550,000</b>
2. Municipal Street Fund fund balance	= \$ <b>5,732</b>
3. Fire/Rescue Fund fund balance	= \$ <b>442,735</b>
4. Pathway Fund fund balance	= \$ <b>468,732</b>
5. Police Services SAD Fund fund balance	= \$ <b>298,613</b>
6. DDA Fund fund balance	= \$ <b>1,681,535</b>
7. Pathway Debt Fund	= \$ <b>13</b>
8. Building Debt Service Fund fund balance	= \$ <b>307</b>
9. Sewer Fund cash reserves	= \$ <b>2,001,394</b>
10. Water Fund cash reserves	= \$ <b>2,540,069</b>
11. OPEB Trust fund balance	= \$ <b>138,605</b>
12. Information Technologies fund balance	= \$ <b>19,528</b>
<b>GRAND TOTAL</b>	= \$ <b>9,968,467</b>

These fund balance numbers will be adjusted based upon a final set of budget amendments that will be offered in December, just prior to the end of the fiscal year.

The budget policies that will impact the **expenditure** side of the budget equation include the following:

**First**, the superintendent is recommending adoption of a modified "*continuation budget*". This means that there will be no significant new programs added or major services eliminated **except** as delineated in this budget policies memorandum under “Capital Projects and Other Changes”.

**Second**, the budget will include a Cost-of-Living Adjustment (COLA) to the MML Wage Study. Further, the Township does **not** provide “performance” pay increases; but, rather follows the step increases listed in the MML wage study.

Specifically, it is noted that the Township uses a July to July “chained” CPI, which is **1.7 percent**. The 1.7% cost-of-living allowance is taken from the United States Bureau of Labor Statistics, based on the percent changes of the Chained Consumer Price Index or C-CPI-U for the previous twelve months ending on July 31, 2019. Recall that the Township Board agreed to use the C-CPI-U to determine the cost-of-living allowance provided to non-union employees and further instructed staff

to use a July to July measurement focus to ensure there is continuity from one budget year to the next.

It is noted that the Chained CPI is designed to be a closer approximation to a "cost-of-living" index than the CPI that is normally reported in the news. As a result, the Chained CPI is typically about 6% to 14% lower than the CPI for the same period. *(Recall that the C-CPI-U is used to overcome a shortcoming of the CPI series, which does not account for the changes that people make in the composition of goods that they purchase over time, often in response to price changes. The alternative method of the C-CPI-U is intended to capture consumers' behavior as they respond to relative price changes.)* The “typical” CPI for the same period is **1.8%**, which is about 6% higher↑.

**Third**, it is noted that the six members of the Local 4476 International Association of Fire Fighters (IAFF) are covered by a collective bargaining agreement that currently provides the union members the same cost-of-living adjustment as the Board accords to non-union Township employees.

That said, Fire/Rescue labor costs will increase well beyond inflation because of the number of emergency runs. This results in a greater reliance on part-time staff and over-time to provide necessary coverage.

Examining staffing levels within the Fire/Rescue department will be a priority for FY 2020.

**Fourth**, the items within the Township’s benefit package offered to employees will neither increase nor decrease over the current fiscal year and any cost increase will be limited to projected premium costs estimated by staff and the respective insurance companies.

However, full-time staff may be required to contribute **up to 20%** of the cost of their respective health insurance premiums for Fiscal Year 2020, assuming that the Township cannot stay below↓ the “Hard Cap” that is calculated annually by the State of Michigan.

Currently, the projected insurance increases are estimated as follows:

- Health insurance cost increases are projected to be about 7.62% for the current health care plan. *(It is unknown whether the Township will remain below the state-mandated “hard cap” until the State of Michigan releases their inflation figures.)*
- Dental Insurance premiums are projected to increase by 3%.
- Disability and Life insurances are expected to increase by 3%.
- Liability insurance (*e.g., building and grounds, vehicle, employee bonding and liability, etc.*) are expected to increase by 3%.
- Workers Compensation insurance costs should remain level.

**Fifth**, the staffing level at the Township will remain level. *(However, the Fire/Rescue department will be examining staffing levels for full-time fire fighters and other alternatives to ensure proper coverage within the Township given the number of emergency responses.)*

***CAPITAL COSTS AND OTHER CHANGES IN EXCESS OF \$5,000:***

The following lists the notable capital expenditures and other costs being proposed for the Fiscal Year 2020 budget.

**General Fund:**

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

Legislative:

- Normal operations.

Supervisor:

- Normal operations.

Elections:

- Because 2020 is a Presidential Election year, the budget will contain monies for **four (4) elections** (*i.e., Presidential Primary, Primary, General and Schools*).

Finance:

- Normal Operations.

Assessing:

- Normal operations.

Clerk:

- Normal operations.

Board of Review:

- Normal operations.

Administrative:

- Normal operations.

Treasurer:

- Normal operations.

Building and Grounds:

- Normal operations, except for the following:
  - ✓ \$60,000 - Roof Repair/Improvement above Finance
  - ✓ \$12,000 - Seal coat and restripe parking lots
  - ✓ \$ 7,500 - Dryvit repair
  - ✓ \$ 7,000 – Replace Conference Room chairs
  - ✓ \$34,000 - Complete carpet replacement of certain sections in Admin

Cemetery:

- Normal operations, except for the following:
  - ✓ Carry-forward of the Historic Cemetery expansion (*i.e., begun in 2019 and completed in 2020*).

Community Development:

- Normal operations.

Road Construction:

- \$300,000 General Fund transfer to the Municipal Street Fund for road re-surfacing, crack sealing, dust control on the gravel roadways, and/or prime and double chip. The total spent on road maintenance in FY 2020 will be about **\$560k**.

Lights District:

- Normal operations. (*More lights will be changed over to LED fixtures; thereby lowering operating costs.*)

Waste Collections:

- Normal operations.

Drains at Large:

- At-large contributions for drain maintenance are high for FY 2020 (*i.e., about \$30,000*) with payments due at the March settlement. The actual assessments are expected to be released at the end of September.
- The so-called “Orphan Drain” project will continue and take four or more years to complete, which will identify all orphan drains, schedule Board of Determination hearings, and bring the orphan drains under the authority of the Ottawa County Water Resources Commissioner.

Parks:

- Normal operations except for the following:
  - ✓ Replace potable well water with municipal water:
    - Hofma Park \$36,000 (Water Fund)
    - Pottawattomie Park \$42,000 (Water Fund)
    - Hofma Preserve \$60,000 (Water Fund)

(*These are less expensive than estimates for replacing the wells and constructing well houses pursuant to current standards.*)
  - ✓ Replace/repair stationary deck to floating dock Grant Dependent
  - ✓ Painting of shelters and restrooms \$ 8,000

It is noted that if the MNRTF grant for the Witteveen farm property is approved by the State, that actual construction would occur in 2021.

The Parks and Recreation Committee may be requesting additional projects.

Planning Commission:

- Normal operations with about \$15k carry forward for design toolkit.

Zoning Board of Appeals:

- Normal operations.

Appropriation Transfers:

- \$300,000 to Transportation Fund
- \$128,760 to Re-funded Building Debt Fund
- \$ 12,640 to Retiree Health Care Fund
- \$400,000 to Pathway Fund (*normal maintenance and resurface projects*)

**Municipal Street Fund (*includes Harbor Transit*):**

Normal operations with a division of monies raised from the 0.9145 millage rate between street paving and Harbor Transit, after the capture of the TIF revenues by the DDA, that is substantially similar to FY 2019 (*i.e., 0.58 mills or about \$451k to Harbor Transit and 0.3345 mills or about \$260k for street maintenance*) and a \$300k contribution from the General Fund for street resurfacing and maintenance. The total spent on road maintenance by the Township in FY 2020 will be about **\$560k**.

**Fire/Rescue Fund:**

Fire/Rescue service calls are expected to continue to increase↑ and are expected to exceed↑ 1,400 during FY 2020, which is an average of about 3.8 calls per day.

The Fire/Rescue Fund will have a **large** capital expenditure budget in FY2020 that will drive down↓ the fund balance. However, this is a planned reduction and the cash reserves should increase↑ in 2021. Specifically, the following capital expenditures and purchases will occur:

- Final two (2) payments for the fire truck at about \$327,000;
- Equipment for the new fire truck at about \$60,000;
- Rescue tools at about \$36,000; and,
- Four sets of turnout gear at \$2,400 each or \$9,600.

It is noted that the collective bargaining agreement with the Local IAFF union is valid through FY 2022.

That said, during 2020 the Fire/Rescue department will be examining staffing levels for full-time fire fighters and other alternatives to ensure proper coverage within the Township given the number of emergency responses.

**Pathway Fund:**

Normal operations (*e.g., sweeping, snow plowing, etc.*) except for the following:

- \$400,000± transfer from the General Fund;
- \$291,175 for bond payments (*about 49k less↓ than property tax collections*);
- \$405,000 for the resurfacing of Lakeshore pathway from Hayes to Ferris;
- \$75,000 for repairs to existing retaining wall on Lakeshore near Brucker; and

- \$11,000 for crosswalk painting & approach markings.
- \$74,000 for Mid-Block Crossings (*about \$15k will be carried forward from 2019 and state grants may be available*)

**Police Services SAD Fund:**

The contract will be standardized from an actual cost-contract to a cost-of-service contract. The annual expenditures should remain about equal.

Cargo is recommending that the second GHAPS deputy be assigned and funded by the Township over the Summer months, which will increase Township coverage to five (5) contracted deputies during this period, which would be an increase↑ of about \$41,000.

Replacing the carpeting within the Sheriff’s office and adjacent hallway is expected to be about \$17,000.

Renovating the existing Sheriff’s office bathrooms (*both male and female*) is expected to be about \$25,000.

**DDA Fund:**

The DDA will collect about **\$635k**. The DDA will have two (2) projects for 2020, which will include:

- Storm replacement along portion of Robbins Road, sidewalk installation along Robbins Road between 168<sup>th</sup> Avenue and the D&W shopping center and the installation of water main along portions of the same to comply with agreement with City to disconnect from their water system at an estimated cost to the DDA of about **\$903k**. (*This project will be bid through the Ottawa County Water Resource Commissioner’s Office with the costs funded by the City of Grand Haven and the Township DDA.*)
- The replacement of 317 linear feet of storm drain along 172<sup>nd</sup> Avenue south of Comstock Street at an estimated cost of **\$190k**.

**Building Debt Fund:**

Normal debt payments (*i.e., about \$226k*). The final debt payment will be in May of 2021 for about \$235k.

No refinancing of any debts is planned.

**Sewer Fund:**

Normal operations, except for the following:

- Design, planning, and permitting to change Hofma lift station F/M to west side of US-31 (*This is 2021 project.*) \$ 50,000
- Standby Generator for East Ferris lift station \$ 60,000
- Standby Generator for Hofma Park lift station \$ 60,000
- MXU replacement project – final 220± (*30% from Sewer*) \$ 11,550
- Camera and Jet/clean segments of sewers \$ 43,000
- Add manholes data to GIS system \$ 7,500

**Water Fund:**

Normal operations, except for the following:

- ✓ Valve Maintenance Trailer (*includes min-vac excavator*) \$ 85,000
- ✓ Truck Purchase \$ 30,000
- ✓ Replace End-of-Life PVR at US-31/M-45 \$ 18,000
- ✓ Replace (2) End-of-Life PVR at Fillmore/Hiawatha \$ 25,500
- ✓ MXU replacement project – final 220± (*70% from Water*) \$ 26,950
- ✓ Add SCADA Programing for generators \$ 10,000
- ✓ Add hydrant data to GIS system \$ 5,000

**Retiree Health Care Trust Fund (OPEB):**

Normal operations, except that the Township’s last valuation will be updated with roll-forward techniques to produce the necessary disclosures under GASB 74 for 2017 (*which will include GASB 45 – employer accounting entries – based on information provided in the 2018 report and contribution information*). A full valuation report was completed by Watkins Ross for the costs and disclosures required under GASB 75.

Payment is estimated at **\$21,500** – \$8,600 from the General Fund and \$12,900 from the Fire/Rescue Fund.

**Information Technology Fund:**

Normal operations with only a few significant capital projects. That said, the following costs are highlighted:

- ✓ \$19,600 – upgrade to Windows 10
- ✓ \$19,500 – SQL Failover to Disaster Recovery
- ✓ \$25,000 – expand backup storage
- ✓ \$ 5,000 – ArcGIS online (*access to Water and Sewer in-field*)
- ✓ TDB – Additional Ransomware protections

If the Board is satisfied with the budget outlined within this Budget Policies memoranda – understanding that the “*devil is in the details*” – the following motion can be offered:

**Move to adopt the 2020 detailed budget assumptions and policies as delineated by the Superintendent within the September 5<sup>th</sup> memorandum and to instruct the Superintendent to proceed with completion of a 2020 Fiscal Year line item budget for Board review and consideration pursuant to state law and the proposed budget schedule.**

If there are any questions or comments prior to the meeting, please contact Sandoval or me at your convenience.



## Deputy Treasurer

DATE: September 9, 2019  
TO: Township Board  
FROM: Ashley Larrison  
RE: Adoption of the Resolution to schedule the “Truth in Taxation” Public Hearing

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Grand Haven Charter Township provides many services to our residents those which have been approved by our voters and those which are statutory. Many of these extra services have had voter approval, however the Township must still hold a yearly public hearing and adopt a resolution establishing the millage rate to support these services.

In this process, each taxing jurisdiction must determine if their taxable value has increased which will cause them to potentially levy more tax dollars than last year (except for new construction and the rate of inflation). This will determine if their operating and voted millages will be subjected to any millage reduction fractions, such as “Headlee Amendment” and “Truth in Taxation”.

### “Headlee”

The first potential millage reduction may be from the Michigan Compiled Laws, Section 211.34d, “Headlee” reduction.

*“**Headlee Amendment**” – Is a 1978 Amendment to Michigan State Constitution limiting property tax rate increases without voter approval. Headlee requires that tax rates be “rolled back” if the increase in a taxing unit’s taxable valuation (excluding changes from new construction, improvements and losses) is greater than the rate of inflation. Headlee also requires the State to appropriate necessary funds to local units for any new state-required services and prohibits the State from reducing State share of existing required services.*

Although the Headlee override was approved in November’s 2018 election for the upcoming year, the “reset” may still be subject to a rollback. To make the determination on whether Grand Haven Charter Township needs to apply a “Headlee” reduction to 2019 millage rates the following calculation was done:

$$\begin{array}{r}
 \$802,254,708 - \quad \quad \quad \color{red}{\$19,959,913} \quad \times \quad 1.0240 \quad = \$801,069,870 \\
 \underline{\text{(2018 Total Taxable Value-2019 Taxable Losses)} \times \text{Inflation Rate}} \quad \quad \quad \mathbf{0.9925} \\
 \$839,451,122 \quad \quad \quad \color{red}{-\$32,250,079} \quad = \$807,101,043 \\
 \text{(2019 Total Taxable Value-2019 Taxable Additions)}
 \end{array}$$

Since the millage reduction fraction is under 1.0000, the fraction of .9925 must to be applied to last year’s millages as well as the Headlee Override on the Operating millage.

The table listed below shows how we applied the “Headlee” Reduction Fraction to our 2018 millages.

Purpose of Millage	2018 Millage Rate	“Headlee” Reduction Fraction	2019 Millage Rate Allowed
Township Operating	1.0510-headlee Override applied	0.9925	1.0431
Fire Department	1.8431	0.9925	1.8292
Transportation	0.9215	0.9925	0.9145
Bike Path	0.4410	0.9925	0.4376
Museum	0.2424	0.9925	0.2481
Four Pointes (NOCA)	0.2486	0.9925	0.2467
Total	4.5861		4.7192

**“Truth in Taxation”**

The second potential millage reduction comes under the requirements of MCL Section 211.24e, a taxing unit may not generate more revenue than it generated in the prior year unless it holds a “Truth in Taxation” public hearing.

To determine if the current levy of the sum of all operating millages for the Township produces more tax dollars than last year’s actual levy and for a “Truth in Taxation” hearing to be required, the BTRF (*Base Tax Rate Fraction*) and BTR (*Base Tax Rate*) must be computed using Grand Haven Charter Township’s 2018 and 2019 Taxable values and 2018 taxable value losses and additions.

The 2019 Base Tax Rate Fraction (BTRF) is calculated as shown below:

$$\begin{array}{r}
 \$802,254,708 - \quad \quad \quad \color{red}{\$19,959,913} \quad = \$782,294,795 \\
 \underline{\text{(2018 Total Taxable Value-2018 Taxable Losses)}} \quad \quad \quad \mathbf{0.9693} \\
 \$839,451,122 - \quad \quad \quad \color{red}{\$32,250,079} \quad = \$807,101,043 \quad \quad \quad \text{(BTRF)} \\
 \text{(2019 Total Taxable Value-2019 Taxable Additions)}
 \end{array}$$

The (BTRF) Base Tax Rate Fraction (0.9693) when multiplied with the 2018 total operating millage (i.e., 4.5861) results in a maximum levy of 4.4453 allowed without a public hearing.

$$(2019 \text{ Base Tax Rate (BTR)}) = 2018 \text{ operating levy rate (4.5861)} \times \text{BTRF (0.9693)} = 4.4453$$

Since this ‘base tax rate’ is under 1.0000, it is then necessary to schedule a public hearing and direct the publishing of the “*Notice of Public Hearing on Increasing Property Taxes*” not less than six (6) days prior to the public hearing in compliance with the requirements of Section 6 of the Truth in Taxation law. If approved the following motion can be offered.

**Move to adopt Resolution No. 19-09-03 which schedules the “Truth in Taxation” Public hearing for September 23, 2019 and proposes the additional allowable millage rate of .2739 mills for a proposed total of 4.7192 mills.**

After the public hearing on September 23, 2019, the Board will have a resolution to adopt which will establish the actual millage rate to be levied by the Township and authorizes the Supervisor and Clerk to sign the L-4029 2019 Tax Rate Request, for levy on the 2019 winter tax bills.

If there are any questions or comments regarding the above, please feel free to contact myself.

If the Board approves the proposed millages listed below, the proposed tax dollars will be generated for the 2020 fiscal year.

Millage Levy	2018 Millage	2019 Proposed Millage with Headlee reduction applied	2018 Tax Dollars Generated	2019 Tax Dollars proposed to be generated
Township Operating	0.8895	1.0431	\$713,606	\$875,631
Fire Department	1.8431	1.8292	\$1,478,644	\$1,535,524
Transportation	0.9215	0.9145	\$739,278	\$767,678
Bike Path	0.4410	0.4376	\$353,794	\$367,344
Museum	0.2424	0.2481	\$194,467	\$208,268
(NOCA)Four Pointes	0.2486	0.2467	\$199,465	\$207,093
<b>Total</b>	<b>4.5861</b>	<b>4.7192</b>	<b>\$3,679,254</b>	<b>\$3,961,538</b>

**RESOLUTION # 19-09-03**

WHEREAS, Grand Haven Charter Township is prohibited by Public Act #5 of 1982 from levying ad valorem property taxes for operation purposes for the Township's 2020 fiscal year which yields an amount more than the sum of taxes levied at the base tax rate on additions within the Township, plus the taxes levied on existing property for operating purposes during the 2019 fiscal year unless the Township holds a public hearing pursuant to public notice of the hearing, as defined and required by the Truth in Taxation Law; and

WHEREAS, it appears that the "additional millage rate", as defined by the Truth in Taxation Law, would be 0.2739 mills; and

WHEREAS, it appears it would be in the best interest of the Township to levy the "additional millage rate".

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. That the Township will hold a public hearing on Monday, September 23, 2019 at 7:00 p.m. local time at the Grand Haven Township Hall, 13300 -168th Avenue, Grand Haven, Michigan, for the purpose of receiving testimony and discussing the levy of an additional millage rate of 0.2739 mills for the Township's 2020 fiscal year.

2. That the Township Clerk is directed to publish a notice of this public hearing in the Grand Haven Tribune, not less than six (6) days prior to the public hearing, and to notify in writing all newspapers of general circulation in the Township. The notice shall comply with the requirements of Section 6 of the Truth in Taxation Law.

3. The Township hereby establishes the "proposed allowable additional millage rate" at 0.2739 mills.

AYES:

NAYS:

ABSENT AND NOT VOTING:

RESOLUTION DECLARED ADOPTED.

Dated: September 9 ,2019

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Laurie Larsen, Township Clerk

I, the undersigned, duly qualified and acting Township Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan, do hereby 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 9th day of September, 2019. I do further hereby certify that public notice of said meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available by said act.

Dated: September 9, 2019

\_\_\_\_\_  
Laurie Larsen, Township Clerk



TO: Township Board  
FROM: Andrea Dumbrell, Human Resources Director  
DATE: September 5, 2019  
RE: Building Inspector Job Opening

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Over the past two weeks, Grand Haven Charter Township has received numerous inquiries and more than 20 applications for the open building inspector position. Approximately half of the candidates are qualified, based on information provided on their resumes, for the position.

Currently, six candidates have been invited in for interviews on Thursday, September 12. In addition to Stacey Fedewa, Community Development Director; Scott Corbat, Building Official; Andrea Dumbrell, HR Director; and an additional Township staff member, the Township's Construction Board of Appeal Members have been invited to sit on the interview panel. Our Construction Board of Appeal Members are: Rich Buitenhuis, Brock Hesselsweet, Patrick Morden, Lyle Rycenga, and Randy Wagenmaker.

The building inspector interviews are scheduled to last approximately 45 minutes. During the interviews, all candidates will be asked the same list of questions by the HR Director, the interview panel can ask follow-up questions related to the candidate's work experience and interview answers, and the candidates will be provided time to ask questions of the panel. At this time, it is unknown whether additional rounds of interviews will need to be scheduled. The goal is to have a candidate to present to the Personnel Committee, at the next Personnel Committee Meeting, on Wednesday, September 25<sup>th</sup>, at 7:00 a.m.

Throughout the hiring process, the Township will be looking for candidates who demonstrate values and conduct consistent with the **Grand Way** Customer Service Program. These include:

- ✓ living out the golden rule,
- ✓ acting with patience and understanding,
- ✓ valuing coworkers and customers,
- ✓ communicating openly and honestly,
- ✓ leading by example,
- ✓ being open to new ideas,
- ✓ keeping our community safe,
- ✓ taking opportunities for teachable moments, and
- ✓ enjoying the work.

Most importantly, for the building inspector position, will be the highly-valued communication skills of: giving and receiving feedback, active listening, empathy, respect, and

confidence. Finding an individual with relatable work experience, integrity and the above-mentioned communication skills will be key in determining a successful candidate to fill the building inspector position.

As noted at the previous Personnel Committee Meeting, while outsourcing this position does make the work scalable, the pros to hiring an employee for this vacant, budgeted position outweigh the option of outsourcing the work. Those pros include, but are not limited to,:

- Maintaining a high quality of work within the Township and safety for our homeowners;
- Providing consistency for contractors who work within the Township;
- Ensuring the building inspectors meet the Township's expectations for customer service and communication skills;
- Ability to maintain local control over the building department; and,
- Accessibility to building inspectors - a readily available resource for the community, including contractors.

In closing, Grand Haven Charter Township was the fastest growing municipality in Ottawa County last year – and this trend of growth will continue with new subdivisions, planned unit developments, apartments and commercial properties being developed and built in the Township. Therefore, the Township will need committed and involved building inspectors who put our customers first. The Township's **#1 customer is our current and future homeowners**. Since most homeowners are unfamiliar with building processes and the State's Construction Code, our homeowners depend upon a rigorous construction inspection process to ensure that one of their most expensive investments, i.e. their home, meets all aspects of the construction code and will be safe for years to come.

I look forward to discussing the hiring process of the building inspector at the board meeting. If you have any questions prior to then, please don't hesitate to reach out to Bill Cargo or me.

# August Open Enforcements By Category Monthly Report

## BUILDING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E19CE0233	14769 LAKESHORE DR	COMPLAINT LOGGED	08/21/19		
E19CE0235	14915 HAWTHORNE ST	COMPLAINT LOGGED	08/28/19		

**Total Entries: 2**

## HOME OCCUPATION

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E19CE0227	12236 LAKESHORE DR	DISTRICT COURT	08/06/19		08/07/2019 \$500 CITATION

**Total Entries: 1**

## OTHER

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E19CE0231	12160 LAKESHORE DR	CLOSED	08/15/19	08/29/19	

**Total Entries: 1**

## RECREATION VEHICLES

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E19CE0234	13524 HIDDEN CREEK DR	1ST NOTICE OF VIOLATION LETTER	08/27/19		

**Total Entries: 1**

## SHORT TERM RENTAL

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E19CE0230	11775 GARNSEY AVE	1ST NOTICE OF VIOLATION LETTER	08/15/19		08/15/2019 MAILED VIOLATION LETTER

**Total Entries: 1**

## SIGNS

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E19CE0228	16986 ROBBINS RD	CLOSED	08/07/19	08/08/19	
E19CE0229		VERBAL WARNING	08/08/19		
E19CE0232	15191 168TH AVE	1ST NOTICE OF VIOLATION LETTER	08/15/19		

**Total Entries: 3**

## VEHICLE SALES

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

# August Open Enforcements By Category Monthly Report

E19CE0236	14110 152ND AVE 14112	1ST NOTICE OF VIOLATION LETTER	08/29/19
E19CE0237	16315 COMSTOCK ST	1ST NOTICE OF VIOLATION LETTER	08/29/19

**Total Entries: 2**

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**Total Records: 11**

Enforcement.DateFiled Between 8/1/2019 12:00:00 AM  
AND 8/31/2019 11:59:59 PM

Total Pages: 2

Report Created: 09/03/19

## August Closed Enforcements By Category Monthly Report

### BUILDING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E18CE0356	14691 PARK AVE	RESOLVED	11/30/18	08/28/19	
E19CE0111	14889 LAKESHORE DR	CLOSED	04/25/19	08/28/19	
E19CE0191	15297 VINTAGE AVE	1ST NOTICE OF VIOLATION LETTER	06/25/19	08/21/19	

**Total Entries: 3**

### FENCE

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E19CE0198	15250 GRAND OAK RD	CLOSED	06/27/19	08/08/19	

**Total Entries: 1**

### JUNK & RUBBISH

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E19CE0075	13555 RAVINE VIEW DR	CLOSED	03/26/19	08/28/19	
E19CE0210	14570 160TH AVE	CLOSED	07/10/19	08/28/19	
E19CE0221	14985 161ST AVE	CLOSED	07/12/19	08/28/19	

**Total Entries: 3**

### LITTER

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E19CE0194	14889 LAKESHORE DR	CLOSED	06/26/19	08/28/19	
E19CE0224	18235 SPINDLE RD	CLOSED	07/15/19	08/28/19	

**Total Entries: 2**

### OTHER

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E19CE0231	12160 LAKESHORE DR	CLOSED	08/15/19	08/29/19	

**Total Entries: 1**

### PARKING ON THE GRASS

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E19CE0209	13061 SIKKEMA DR	CLOSED	07/10/19	08/07/19	07/22/2019 SPOKE TO BROTHER
E19CE0219	15723 ROBBINS RD	CLOSED	07/12/19	08/28/19	

# August Closed Enforcements By Category Monthly Report

**Total Entries: 2**

## POOL & HOT TUB/SPA

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E19CE0199	14130 152ND AVE 14132	CLOSED	06/27/19	08/28/19	
E19CE0215	13641 BITTERSWEET DR	CLOSED	07/11/19	08/28/19	

**Total Entries: 2**

## RECREATION VEHICLES

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E19CE0195	15570 COMSTOCK ST	EXPIRED - CLOSED BY STAFF	06/26/19	08/28/19	

**Total Entries: 1**

## SIGNS

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E19CE0228	16986 ROBBINS RD	CLOSED	08/07/19	08/08/19	

**Total Entries: 1**

## VEHICLE IN ROW

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E19CE0206	13768 HOFMA DR	CLOSED	07/01/19	08/28/19	
E19CE0216	15263 LOST CHANNEL TR	CLOSED	07/12/19	08/15/19	
E19CE0217	15292 VINTAGE AVE	CLOSED	07/12/19	08/15/19	
E19CE0220	11609 OAK GROVE RD	CLOSED	07/12/19	08/15/19	

**Total Entries: 4**

## VEHICLE SALES

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E19CE0211	11937 168TH AVE	CLOSED	07/10/19	08/08/19	
E19CE0214	15222 BUCHANAN ST	CLOSED	07/11/19	08/28/19	
E19CE0222	17454 BUCHANAN ST	CLOSED	07/12/19	08/28/19	

**Total Entries: 3**

## ZONING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
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# August Closed Enforcements By Category Monthly Report

E05CE0078	12160 LAKESHORE DR	EXPIRED - CLOSED BY STAFF	03/31/05	08/15/19	03/31/2005	LETTER SENT TO OWNER
E19CE0084	17281 HAYES ST	CLOSED	04/10/19	08/15/19		

**Total Entries: 2**

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**Total Records: 25**

Enforcement.DateClosed Between 8/1/2019 12:00:00 AM  
AND 8/31/2019 11:59:59 PM

Total Pages: 3

Report Created: 09/03/19

# August Enforcement Letters By Category

*All enforcement letters sent the previous month*

Type of Enforcement Letter	Number Mailed
FIREWOOD SALES WARNING	1
RV IN FRONT YARD - 1ST NOTICE	1
SHED - 3RD NOTICE	1
VEHICLE FOR SALE - 1ST NOTICE	2
WALL SIGNS WARNING	1
WALL SIGNS WARNING 2	1
<b>Total Letters Sent:</b>	<b>7</b>

Letter.DateTimeCreated Between 08/01/2019 AND 0  
Letter.LinkFromType = Enforcement

NOT CLEARED TO DRIVE  
FROM 7/15/19 THROUGH 8/28/19