

GRAND HAVEN CHARTER TOWNSHIP BOARD
MONDAY, FEBRUARY 23, 2015

WORK SESSION – 6:00 P.M.

1. Provide Direction Regarding Retiree Health Care Alternatives
2. Review 2015 Project List

REGULAR MEETING – 7:00 P.M.

- I. CALL TO ORDER
- II. PLEDGE TO THE FLAG
- III. ROLL CALL
- IV. APPROVAL OF MEETING AGENDA
- V. CONSENT AGENDA
 1. Approve February 9, 2015 Regular Board Minutes
 2. Approve Payment of Invoices in the amount of \$232,587.40 (*A/P checks of \$147,463.71 and payroll of \$85,123.69*)
 3. Approve Appointment of Trustee Behm to Zoning Board of Appeals with a term ending 11/30/2016
 4. Approve 2015 Dust Palliative Contract with “Michigan Chloride Sales” (\$30,560)
 5. Approve Contract with “Utility Financial Solutions” for 2015 Water/Sewer Cost of Service Rate Study (*\$17,600*)
- VI. OLD BUSINESS
 1. Resolution 15-02-02 – Approve Community Parks and Recreation Plan in Northwest Ottawa County 2015 – 2019
- VII. NEW BUSINESS
 1. Closed Session - Both to Consider the Contents of a Written Opinion from the Township Attorney, and to Consider the Purchase or Lease of Real Property.
- VIII. REPORTS AND CORRESPONDENCE
 1. Correspondence
 2. Committee Reports
 3. Manager’s Report
 - a. January Legal Review
 - b. January Law Enforcement Report
 4. Others
- IX. EXTENDED PUBLIC COMMENTS/QUESTIONS ON NON-AGENDA ITEMS ONLY
(*LIMITED TO THREE MINUTES, PLEASE.*)
- X. ADJOURNMENT

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

2015 PROJECT LIST

DATE: February 19, 2015

TO: Township Board and Department Directors

FROM: Cargo

Pursuant to direction from the Board, as part of the Superintendent's annual performance evaluation, the Project List will be reviewed on a regular basis by the Township Board. Please be prepared with any questions or comments.

ADMINISTRATION	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Retiree Health Care OPEB Project (2015 Business Plan Project) (March 23 rd)	Cargo
<ul style="list-style-type: none"> ➤ Complete OPEB Options Report through Watkins Ross ➤ Complete Employee Survey ➤ Board makes policy/funding decision 	Sandoval, Proksa, Cargo Proksa, Cargo Board
New Clerk	Board
<ul style="list-style-type: none"> ➤ Advertisement and Selection ➤ Selection of Deputy Clerk ➤ Memo of Understanding (delegation of duties) ➤ Manual and signature stamp ➤ Certification of QVF (<i>state mandate</i>) 	Larsen, DeVerney Larsen, Cargo Proksa Larsen, DeVerney
New Trustee	Proksa
<ul style="list-style-type: none"> ➤ Advertisement ➤ Selection ➤ Complete items on Checklist for new Trustee 	Board Cargo, Proksa
Freedom of Information Act – Policies/Guidelines (<i>July 1st</i>)	Cargo
<ul style="list-style-type: none"> ➤ Amend Administrative FOIA Policy with Fees ➤ Draft Written Summary ➤ Include on GHT web site 	Cargo (MTA) Cargo (MTA) Cargo (WebTec)
April newsletter	Cargo
November newsletter	Cargo
Summer Tax Insert	Cargo
Winter Tax Insert	Cargo
Review and Update Administrative Policies and Procedures Manual.	Cargo
<ul style="list-style-type: none"> ➤ Review Internal Controls ➤ Add Record Retention (including email) 	Chalifoux, Cargo Proksa, VerBerkmoes
MTA Educational Conference (<i>January</i>)	Cargo, Larsen
MLGMA Educational Conference (<i>August</i>)	Cargo
Freedom of Information Requests (<i>* thus far in 2015</i>)	Cargo

Waste Hauler Licenses (2015) ➤ Republic Services ➤ Waste Management ➤ Potluck Pick-up	DeVerney, Cargo
Examine Specific Collaboration Opportunities ☑ Fiber Connection (<i>with GHAPS/County/Locals, or 3rd Party Vendors</i>) (2015 Business Plan Project) ☑ LDFA for Region / Increase Availability of Industrial Land presentation by Miller (2015 Business Plan Project) (January 26 th) ☑ CARA Review for Region (LIAA Hired by Region) (GANTT CHARTED PROJECT)	VerBerkmoes, Cargo Miller, Cargo
Appointments to Committee/Board vacancies (* thus far in 2014)	French, Proksa
Draft 2015-18 Strategic Plan (2015 Business Plan Project) ➤ Hold two joint meetings with Planning Commission (February and June) ➤ Hold joint meeting with DDA (August 31st) ➤ GIS map for cable and natural gas (February 23 rd) ➤ GIS map and cost estimate for paving gravel roads north of M-45 (April 28 th) ➤ GIS map of potential industrial land (February 23 rd)	Fedewa, Cargo Fedewa Cargo Fedewa Fedewa/Cargo Fedewa
Draft 2016 Business Plan (October/November)	Board, Cargo
Funding – July 4 th Fireworks (\$7,500)	Cargo
November/December Appreciation Dinner	French, Proksa
ASSESSING	
PROJECT OR TASK	
RESPONSIBLE EMPLOYEE(S)	
Annual mailing of Change of Assessment notices in February	Chalifoux
Board of Review – March, challenges to assessment roll	BOR, Chalifoux
Board of Review – July 22 nd , technical and clerical adjustments to assessment roll	BOR, Chalifoux
Board of Review – December, technical and clerical adjustments to assessment roll (<i>scheduled for December 9th</i>)	BOR, Chalifoux
Board of Review – Annual, February BOR, appearances and written (* + * Tax Tribunal Cases) ➤ L-4022 Report ➤ Board of Review Change Log ➤ 2012 Classification Change ➤ 2012 Equivalent SEV Roll ➤ Industrial real and personal report to State ➤ L-4626 Assessing Officer's Report of Taxable Values	BOR, Chalifoux
Land Divisions; * approved and * denied	Chalifoux
Prepare Summer warrant for Tax Collection	Chalifoux
Prepare Winter warrant for Tax Collection	Chalifoux
Send out IFT surveys (December)	Chalifoux
Prepare the IFT report for State (October)	Chalifoux
Prepare the L-4626 for State filing (June)	Chalifoux
Prepare form 3369 Renaissance Zone Tax Reimbursement Data for State filing (June)	Chalifoux
Prepare L-4016 Special Assessment report (December)	Chalifoux
Re-Audit two (2) neighborhoods (* completed)	Chalifoux,
IFT Applications (<i>list all</i>): a. *	Chalifoux
Major MTT Actions	Chalifoux, Fischer, Ottawa County

a. Yogi Bear Camp Grounds	
b.	
BIKE PATH	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Examine renewal of Bike Path millage with expansion/increased maintenance of pathway system (2015 Business Plan Project) (August 10 th)	Cargo
<ul style="list-style-type: none"> ➤ Pathway Maintenance Report ➤ Pathway survey ➤ Expansion/Maintenance plan and cost estimate ➤ Board decision on millage election date ➤ Ballot language for 2016 election 	VerBerkmoes, P & N Cargo, Consultant Fedewa, EpicMRA Board Cargo, Scholten & Fant, Board
2015 pathway maintenance (\$303,000±) including Mercury Drive, Bignell Boardwalk, and Pottawattomie Bayou (Consider Lakeshore pathway retaining wall at Rosy Mound)	Tlachac, VerBerkmoes
<ul style="list-style-type: none"> ➤ Engineering Agreement ➤ Design and bid documents ➤ Construction Management 	Cargo VerBerkmoes, P&N Tlachac, P&N
Millhouse Bayou Bridge – Install fishing/viewing platform	Cargo
<ul style="list-style-type: none"> ➤ OCRC Feasibility ➤ Cost Estimates and Preliminary Plans ➤ Determination of easements and ADA requirements 	Cargo, OCRC Cargo, Prein and Newhof Cargo, Corbat
BUILDING AND GROUNDS	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Generator Maintenance (November)	Tlachac, VerBerkmoes
Bi-Annual Fertilizer Quotes – (including cemeteries)	Tlachac, Walsh
Equipment Purchases:	VerBerkmoes, Tlachac
<ul style="list-style-type: none"> ➤ Upgrade security cameras ➤ LED fixture replaces of canned lighting in Admin 	
Re-paint parking lots (\$6,000 + vault repair) (reseal?)	Tlachac
New lease agreement for printer/copiers	VerBerkmoes
Upgrade HVAC Filters	VerBerkmoes, Tlachac
CEMETERY	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Purchase vaults, memorials and urns for contract holders (\$7,000)	Walsh
COMMUNITY DEVELOPMENT	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Participation on NFIP Community Rating System (CRS) Program	Fedewa
Additional layers to GIS (as time and money permit)	VerBerkmoes
<ul style="list-style-type: none"> ➤ Open spaces, parks and paths that abut Twp. boundaries ➤ Flood Plain Map 	- O.C. GIS - O.C. GIS
Populate GIS attributes (develop information sheet to be used) (as time and money permit)	Prein and Newhof, Fire/Rescue,
<ul style="list-style-type: none"> ➤ Hydrants ➤ Watermain flow segments – 60% complete 	- VerBerkmoes–Fire/Rescue - Prein and Newhof
Landscape Compliance Inspections (for 2015)	Heins
Complete Building Inspection Pick-list for new residential construction	Proksa, Corbat
Purchase second tablet for building inspections	VerBerkmoes

January 2015 Builders Forum	DeVerney, Corbat
October 2015 Builders Forum	DeVerney, Corbat
DOWNTOWN DEVELOPMENT AUTHORITY	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Annual DDA Report (<i>and publish in the Tribune</i>) (<i>Form 2604 - because the GHT DDA does not collect the Education Tax, State no longer requires this form</i>) (<i>July</i>)	Chalifoux, Cargo
Annual Act 381 Report (Brownfield project) (<i>August</i>)	Chalifoux
172 nd Avenue Resurfacing (\$187,000±)	Cargo, OCRC
Review/Discussion of TIF Plan (<i>part of Strategic Plan</i>)	Cargo, Fedewa
ELECTIONS	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
May 5 th – State Special / School Board Election	Larsen, DeVerney
August 4 th – Possible GHT Pathway Election	Larsen, DeVerney
Inactive Voter File maintenance	DeVerney, Slater
MAMC Conference	DeVerney
Update QVF Street Indexes	DeVerney
ENFORCEMENT/LEGAL ACTIONS – DIFFICULT ISSUES	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Bottje – Dangerous Building (<i>Speedway purchased portion of property</i>)	Heins
Thurkettle – Dangerous Building (<i>fire damaged</i>)	Heins
Hunters Woods PUD Compliance (<i>sidewalks and street trees</i>)	Fedewa, Fischer
Schmidt Excavating – Returned to Lincoln Street Site	Fedewa, Heins
Reenders Industrial Building (172 nd & Hayes)	Fedewa, F/R, Building
FINANCE/ACCOUNTING	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
RFP for contracting out payroll (2015 Business Plan Project) (June 23 rd)	Sandoval
2014 Financial Audit	Sandoval, Chalifoux, Cargo
Audit Report submitted to the State of Michigan	Vredeveld
F-65 Report (<i>prior to July</i>)	Sandoval
Quarterly – prepare and send 941's and UIA 1028 forms to State	Riggs, Sandoval
End of Year (2014) prepare W-2s, 1099s, and SUW 165s	Riggs, Sandoval
Update Township's Dashboard (<i>June</i>)	Sandoval
Qualifying Statement to State (<i>June</i>)	Sandoval
Continuing Disclosure to EMMA (<i>June</i>)	Sandoval
MD&A Audit Letter	Cargo, Vredeveld
2015 Bond Payments (<i>about \$1.18 million</i>)	Sandoval
<ul style="list-style-type: none"> ➤ 2016 Sewer Expansion Bond July & December (98k) ➤ 2017 Debt Service (Water) July & December (160k) ➤ 2019 Transmission Main Bond July & December (280k) ➤ 2021 Water Intake Expansion May & November (105k) ➤ 2021 Refunded Building Bond May & October (208k) ➤ 2028 Sewer Lift Station Bond July & December (85k) ➤ 2034 Nows Plant Expansion May & November (252k) 	
Metro Authority Report (April)	Chalifoux
Budget Amendments – 2 nd Quarter	Cargo, Sandoval
Budget Amendments – 3 rd Quarter	Cargo, Sandoval

Budget Amendments – Final in December	Cargo, Sandoval
Three-year review of revenues/expenditures with Board (2015 Business Plan Project) (July 28 th)	Sandoval, Cargo
2016 Budget <ul style="list-style-type: none"> ➤ 08-15 – Review Plans with Board Re: Budget Impact (2015 Business Plan Project) (July 28th) ➤ 09-15 – Budget policies submitted to the Board ➤ 10-15 – Initial department director meeting ➤ 10-03 – Department directors submit initial figures ➤ 11-15 – Department directors complete final draft ➤ 11-25 – SAD Hearing ➤ 11-13 – Board holds budget work session ➤ 12-10 – Final Approval of 2013 Budget 	Cargo, Department Directors Cargo Cargo, Board Cargo, Department Directors Cargo, Department Directors Cargo, Department Directors Cargo, Chalifoux, Board Board, Cargo Board, Cargo
Centron Tax Mailing – Summer of 2015 (include newsletter insert)	Chalifoux, Kieft, Cargo
Centron Tax Mailing – Winter of 2015 (include newsletter insert)	Chalifoux, Kieft, Cargo
Complete SET Tax Report (December)	Chalifoux
Monthly – Review FDIC website for bank violations that are on GHT’s list of designated depositories (Report to Kieft and Cargo) http://www.fdic.gov/bank/individual/enforcement/index.html	Chalifoux
Quarterly – Review Bank Ratings from an Independent Third Source for banks on GHT’s list of designated depositories (Report to Kieft and Cargo) http://www.bankrate.com	Chalifoux
FIRE/RESCUE	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Appoint Captain	Gerencer, Proksa, Board
Fire Prevention Open House – October 2015	Gerencer, Peterson
2015 commercial inspection program (74 completed of 156)	Kruger, Marshall, DeDoes
2014 hydrant maintenance/signs program (0 completed of 650)	Marshall Schrader Schweitzer
2014 Private road inspection (126 inspected of 126)	Peterson
EMT Class (16 students)	Schrader, Schweitzer, Marshall
Team 911 Academy June 15 th – 19 th	Peterson, Gerencer
Develop an Emergency Risk Assessment Matrix for Township	Gerencer
ISO Insurance Rating Renewal September	Marshall DeDoes
Equipment Purchases: <ul style="list-style-type: none"> ➤ Replacement of lighting in bay area (\$6,500) ➤ Rust Repair on Engine 1021 (\$5,500) ➤ Four sets of turn-out gear (\$9,600) ➤ New mattresses (\$1,200) ➤ Upgrade training room (\$4,800) <ul style="list-style-type: none"> ○ Purchase & install SmartBoard device ➤ Refurbish exhaust system (\$14,000) 	Schrader Schweitzer, Marshall, Gerencer VerBerkmoes
Purchase 3 tablets	VerBerkmoes
INFORMATION SYSTEMS	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Purchase one 2 tablets for DPW vehicles & utility mapping; 1 tablet for Building Department; and 3 tablets for Fire/Rescue	VerBerkmoes
New Server/SAN/Switch (Dell VTRX) (\$12,000) Insure server availability for Disaster Recovery Explore opportunities for server farm sharing (Ottawa County, GHAPS, OAISD)	Worksighted, VerBerkmoes

Development of Park Reservation & Payment System	Webtech
Purchase of new Plotter/Printer	VerBerkmoes
Implement Mobile Device Management for tablets and phones Will require policy to manage non-Township devices	Worksighted, VerBerkmoes
LAW ENFORCEMENT	
Purchase miscellaneous equipment and “cards” for new deputy	Cargo
PARKS AND RECREATION	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Maintenance Projects, including: <ul style="list-style-type: none"> ➤ Install “No Wake” buoys ➤ Replace certain old growth trees (\$5,000) ➤ Replace playground equipment at Mercury Park (\$5,000) ➤ Replace playground equipment at Pottowattomie Park (\$10,000) ➤ Replace dock piling at Pottawattomie Park (\$8,000) ➤ Replace shelter roof and restroom roof Hofma Park (\$7,000) ➤ Refurbish Hofma Preserve restroom (\$18,000) ➤ Add additional parking Hofma Park (\$67,000) ➤ Add “bark” at play areas (\$1,000) ➤ Re-gravel certain Hofma Preserve paths (\$10,000) – carry forward from 2014 	Tlachac
Review Parks Ordinance and Permits in lieu of Michigan’s Open Carry Law	Cargo, Bultje, VerBerkmoes
Purchase of Property for Hofma Park/Preserve (i.e., Catholic Diocese 40 acre parcel on Ferris) (\$367k) <ul style="list-style-type: none"> ✓ Appraisal per MNTRF standards ✓ MNTRF grant application (April 2014) ✓ Grant recommendation by MNRTF Board ✓ MI Legislature approves grant ✓ Execute Agreement and Purchase procedures 	Cargo Genzink Appraisal Company Cargo MNRTF Board MI Legislature Cargo
PERSONNEL / HUMAN RESOURCES	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Employee recognition luncheon <ul style="list-style-type: none"> ➤ Select caterer ➤ Anniversary gifts and certificates ➤ Program development 	Proksa, Larsen
Annual Job Descriptions – review and amend <ul style="list-style-type: none"> ➤ Fire/Rescue ➤ Public Works ➤ Administration ➤ Assessing/Accounting ➤ Community Development 	Proksa, Department Directors
Annual Personnel Evaluations (October)	Cargo, Department Directors
Miscellaneous Training: <ul style="list-style-type: none"> ➤ BS&A Training – Accounting I & II ➤ BS&A Training – Building.Net (March) ➤ BS&A Training – Business Licensing.Net (March) ➤ BS&A Training – Citizens Request for Action ➤ BS&A Training – Tax.Net ➤ Confined Space Refresher (DPW) 	Proksa

<ul style="list-style-type: none"> ➤ Bloodborne Pathogens Refresher (DPW) ➤ Harassment Training ➤ Workplace Violence ➤ Monthly EAC Webinars (ongoing) ➤ Annual four hour EAC training ➤ Forklift Recertification ➤ Hands Only CPR ➤ Record Retention 	
Annual Compensation Summaries	Proksa
Annual Driver's License Record Program Review	Proksa
Review Retiree Medicare Options (July)	Proksa
OSHA 300 Posting (February)	Proksa
Board performance evaluation of Supervisor	Larsen, Board
Personnel Policies and Procedures Manual Revisions <ul style="list-style-type: none"> ➤ Section 8.2 Types of Discipline ➤ Section 7.15 Alcohol and Drug-Free Workplace Policy ➤ Section 7.17 Harassment Prohibition ➤ Payroll Policy ➤ PTO for New Hires Policy 	Proksa, Cargo
Employee File Review (<i>by end of year</i>)	Proksa
Annual Benefits Renewal Negotiations (September)	Proksa
Annual Workers Compensation Review and Renewal (June)	Proksa
Annual Property & Liability Renewal (October)	Proksa
Hire Summer Help – Beach Attendant; 4 Parks Staff; 1 Hydrant Maintenance/Painting/Signs	Proksa, VerBerkmoes
Annual Background Checks (4 th Quarter)	Proksa
Complete I-9 Review	Proksa
SANITARY SEWER	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Adopt sanitary sewer construction standards	VerBerkmoes, P&N
Wet Well Cleaning (<i>October or November</i>)	Tlachac, Pollution Control Systems
Equipment purchases: <ul style="list-style-type: none"> ➤ Davit arm (\$5,000) 	Tlachac
Report to review alternatives to upgrade of Hidden Creek lift station	P&N, VerBerkmoes
Rehabilitation of Hidden Creek Lift Station (\$87,500) <ul style="list-style-type: none"> ➤ Engineering Agreement ➤ Design and Bid Documents ➤ Construction Management 	VerBerkmoes Cargo VerBerkmoes, P&N Tlachac, P&N
Utility Rate Study by Utility Financial Solutions	Cargo, Sandoval
STORM SEWER	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Funding of Township/Public and/or At-Large Portions of various Drain Work projects (\$2,500±)	Drain Commissioner, Cargo
Extension of Hiawatha Drain (BOD approved; currently in design) (\$1.5+ million)	Drain Commission, Cargo
Gilleans' Creek Drain – BOD approval	Drain Commission, Cargo
VanDoorne Drain – BOD approval	Drain Commission, Cargo
STREETS AND ROADS \ TRANSPORTATION	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)

Township Funded Road Maintenance - Resurfacing (\$200k from GF and \$221k from Municipal Street Fund) <ul style="list-style-type: none"> ✓ Dust Control Contract (\$32,000) ✓ Street Maintenance (\$364,400) ✓ Crack Sealing (\$20,000) ✓ DDA 172nd Avenue (\$187,000) 	Cargo
Re-PASER rate GHT roadways	VerBerkmoes/OCRC
Extrapolate road maintenance costs for upcoming years from the OCRC by using past PASER ratings and RoadSoft software	OCRC/VerBerkmoes
Street Paving SAD – Groesbeck 310 Feet West of Western	Cargo, Chalifoux
VEHICLES	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Replace 1999 Ford F-150 Truck through State Purchasing (\$35,000) Cemetery (ordered – not received – equipment being installed)	VerBerkmoes, Tlachac
Replace 2006 Ford F250 Truck through State Purchasing (\$35,000) Water/Sewer	VerBerkmoes, Tlachac
WASTE MANAGEMENT	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Christmas tree collection program	Tlachac
Spring yard waste collection (\$2,200)	Tlachac
Fall yard waste collection program (\$6,000)	Tlachac
WATER	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Review Radio Read System to migrate to fixed base system or Consumers' Energy collaborative (2015 Business Plan Project) (June 9 th)	VerBerkmoes
Utility Rate Study by Utility Financial Solutions, LLC <ul style="list-style-type: none"> ➤ Approval of Cost of Service (COS) rate study agreement ➤ Complete COS rate study ➤ Amend utility rate ordinances to implement COS rate study recommendations 	Cargo Cargo, Board Cargo, VerBerkmoes, Sandoval Cargo, Board
Purchase hand-held GPS location device	VerBerkmoes
2015 hydrant maintenance/painting/signs program (0 completed of 650)	Tlachac
Draft and adopt policy regarding multiple uses on single service	VerBerkmoes, Bultje
Bi-annual quote/purchase of brass fittings/meters (\$37k)	Walsh, VerBerkmoes
Annual quote/purchase of cooper (\$37k)	Walsh, VerBerkmoes
Annual hydrant purchases (\$6k)	Walsh, VerBerkmoes
Draft and adopt policy regarding extensions of water lines and sewer lines	VerBerkmoes, Bultje
Draft and adopt policy regarding abandonment of water service lines	VerBerkmoes, Bultje
Annual calibration of cathodic protection for water and sewer equipment	VerBerkmoes, Tlachac
Annual calibration of telemetry equipment (master meters)	Verberkmoes, OCRC
Complete and post 2014 CCR (NOWS and GR)	Cargo/Walsh
Finalize GHT Water Reliability Study (Maps)	VerBerkmoes/P&N
Convert Sample Site Plan to new MDNRE form	VerBerkmoes/Walsh
Convert Emergency Operations Plan to new MDNRE form	Verberkmoes/Walsh
Design/Bid/Construct project to create water loops from system dead ends (\$60k) (Millhouse Court)	P&N, VerBerkmoes

<ul style="list-style-type: none"> ➤ Acquire Easements ➤ Design and Bid ➤ Construction Management 	Cargo, P&N, Scholten & Fant VerBerkmoes, P&N VerBerkmoes
Costs/Plans to extend municipal water into Central Highland Parks Association (Possible SAD project)	VerBerkmoes, Cargo
New EPA testing for unregulated contaminants (\$12,000) – January, April, July, October	VerBerkmoes, Tlachac
ZONING / DEVELOPMENT PROJECTS	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Master Plan Review <ul style="list-style-type: none"> ➤ LIAA Letter of Agreement ➤ 15 month Resilient Coastal Community project 	Fedewa, Planning Commission Cargo Fedewa, LIAA & PC
Right-to-Farm Act (RTFA) zoning amendments	Fedewa
Decks – Allow in Waterfront Front Yards	Fedewa
ZBA Applications (<i>0 thus far in 2015</i>)	Fedewa
Phase II for Bringhamwood Subdivision	Fedewa
Phase I Plat Approval – Lincoln Pines	Fedewa
JOST International Site Plan (project dropped)	Fedewa
Copper Stone PUD / Site Condo Development	Fedewa
Medical Marihuana Provisioning Center (<i>moratorium and zoning review</i>)	Fedewa
Speedway – Commercial PUD (<i>US-31 & Hayes</i>)	Fedewa
Mercury Store & Lock – PUD expansion adjacent to Riverhaven	Fedewa
Outdoor Adventures Campgrounds Renovations (<i>former Yogi Bear</i>)	Fedewa
Shape Corporation – Parking Lot Expansion	Fedewa
McCarthy Site Condominium project	Fedewa

**GRAND HAVEN CHARTER TOWNSHIP BOARD
MONDAY, FEBRUARY 9, 2015**

REGULAR MEETING

I. CALL TO ORDER

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

II. PLEDGE TO THE FLAG

III. ROLL CALL

Board members present: French, Larsen, Behm and Kieft.

Board members absent: Hutchins, Meeusen and Redick.

Also present were Manager Cargo and Planner Fedewa.

IV. APPROVAL OF MEETING AGENDA

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

V. APPROVAL OF CONSENT AGENDA

1. Approve January 26, 2015 Regular Board Minutes
2. Approve February 4, 2015 Special Joint Board/Planning Commission Minutes
3. Approve Payment of Invoices in the amount of \$236,481.13 (*A/P checks of \$124,651.29 and payroll of \$111,829.84*)
4. Approve Sounds of Summer License Agreement with "Walk the Beat", a local, non-profit organization
5. Approve Millhouse Court Water Main Construction Bid to Northern Pipeline Contactors, Inc. (*\$32,115.50*)
6. Approve Appointment of David Gignac to Planning Commission for a term ending August 31, 2017

Motion by Clerk Larsen and seconded by Supervisor French to approve the items listed on the Consent Agenda. **Which motion carried.**

VI. PUBLIC HEARING – Community Parks and Recreation Plan in Northwest Ottawa County 2015 - 2019

Supervisor French opened the public hearing at 7:02 p.m.

Laird Schaefer (12543 Wilderness Trail) spoke regarding the proposed regional recreation plan and recommended specific changes to the document.

Planner Fedewa reviewed the plan and recommended certain amendments/additions to

the draft.

Supervisor French closed the public hearing at 7:13 p.m.

VII. OLD BUSINESS

1. **Motion** by Clerk Larsen and supported by Treasurer Kieft to approve and adopt the proposed rezoning of parcels 70-07-12-300-033 and 70-07-12-300-036 from R-2 Single Family Residential to Planned Unit Development (PUD) pursuant to the recommendation of the Planning Commission and the attached report. This approval is conditioned upon the following:
 - a. Approval and compliance with all requirements of the OCRC, OCWRC, and MDEQ. Copies of approvals and/or permits must be submitted to staff and made part of the file. No building permits shall be issued until all permits have been obtained.
 - b. Sidewalk shall be installed within 5 years of the first occupancy permit issued in Phase 1, or prior to the issuance of the first occupancy permit for Phase 2—whichever is later.
 - c. Individual certificates of occupancy shall not be granted until the sidewalk and landscaping for that unit is installed. Sidewalks and landscaping shall comply with the plan dated 12/30/2014.
 - d. Combine parcels 70-07-12-300-033 and 70-07-12-300-036.
 - e. The Developer shall enter into a PUD Contract with the Township. The Contract shall be reviewed and approved by the Township Board prior to final approval of the development.
 - f. The Developer shall enter into a Special Assessment Lighting District (SALD) Agreement with the Township. The Agreement and Resolution adopting the SALD shall be reviewed and approved by the Township Board prior to final approval of the development.
 - g. The Developer shall enter into a Special Assessment Agreement for private road maintenance with the Township. The Agreement shall be reviewed and approved by the Township Board prior to final approval of the development.

This is the second reading. **Which motion carried**, as indicated by the following roll call vote:

Ayes: Larsen, Kieft, French, Behm

Nays:

Absent: Hutchins, Meeusen and Redick.

VIII. NEW BUSINESS

1. **Motion** by Supervisor French and supported by Trustee Behm to approve Resolution 15-02-01 approving a one-year license agreement with Republic Services for waste collection and hauling services in Grand Haven Charter Township. **Which motion carried**, as indicated by the following roll call vote:

Ayes: Kieft, French, Larsen, Behm

Nays:

Absent: Hutchins, Meeusen and Redick.

2. The Board instructed staff to postpone a vote adopting the Community Parks and Recreation Plan in Northwest Ottawa County 2015 – 2019 until the amendments discussed at the public hearing were incorporated.

IX. REPORTS AND CORESPONDENCE

- a. Correspondence was reviewed
- b. Committee Reports
 - i. Clerk Larsen noted that the Personnel Committee Meeting for February was cancelled.
 - ii. Clerk Larsen noted that the Ottawa County Clerks Association is meeting on February 13th.
 - iii. Clerk Larsen noted that a lunch meeting with election workers will be held on February 18th.
- c. Manager's Report, including:
 - i. Cargo noted his decision to waive bids pursuant to Administrative Policy 5.11a for Flygt pumps at a cost of \$15,745.
 - ii. Cargo provided the January Ordinance Enforcement Report.
 - iii. Cargo provided the January Building Report.
- d. Others

X. PUBLIC COMMENTS

None.

XI. ADJOURNMENT

Motion by Clerk Larsen and seconded by Trustee Behm to adjourn the meeting at 7:23 p.m. **Which motion carried.**

Respectfully Submitted,

Laurie Larsen
Grand Haven Charter Township Clerk

Karl French
Grand Haven Charter Township Supervisor

SUPERINTENDENT'S MEMO

DATE: February 16, 2015
TO: Township Board
FROM: Cargo
SUBJECT: Supervisor French's Zoning Board of Appeals Appointment

Pursuant to Section 2.11 of the Administrative Policies and Procedures Manual, Supervisor French is appointing Trustee Howard Behm to the Zoning Board of Appeals (ZBA) to fill the vacancy created by the resignation of Clerk Buitenhuis.

As you may recall, one member of the ZBA may be an elected member of the Township Board. But, the Township elected official may not serve as the chairperson.

If the Board supports this appointment, the following motion can be offered:

Move to approve the appointment of Howard Behm to fill a vacancy on the Zoning Board of Appeals with a term ending November 30, 2016.

If you have any questions or comments prior to the meeting, please contact Supervisor French.

SUPERINTENDENT'S MEMO

DATE: February 11, 2015
TO: Township Board
FROM: Cargo
SUBJECT: 2015 Dust Control

Attached, please find a proposed contract for the 2015 dust palliative and stabilization program in the amount of approximately \$30,560. This is about \$1,440 less than budget. The proposed contract for the dust control is at the same price as what was offered for FY 2012 through 2014.

I have recommended that GHT proceed with a contract through Michigan Chloride Sales, LLC from St. Louis, Michigan, which is the same firm utilized since 2009.

In brief, the proposed agreement is a continuation of what GHT did over the past five years with the use of mineral well brine solution, which contains total chlorides of about 26%, for gravel road dust control. The mineral well brine would be applied with an 8' strip down each side of the road and an additional third 8' strip down the middle of the road with an application rate of 1,000 gallons per strip or 3,000 gallons per mile.

Further, this would be done three (3) times a year – late April, early July, and early September (*i.e., about every 60 days*).

GHT has received virtually no complaints regarding the level of dust control or the program's efficacy since GHT began to use this approach in 2009. (*GHT has received complaints regarding the start date if the weather is especially dry in the Spring.*)

If the Board agrees, the following motion can be offered:

Move to authorize the Township Superintendent to execute an agreement with Michigan Chloride Sales, LLC for three applications of a mineral well brine solution for gravel road dust control at an application rate of 3,000 gallons per mile. The total cost of the program will be approximately \$30,560.

2015 DUST SUPPRESSION CONTRACT

WITNESS, this Agreement between GRAND HAVEN CHARTER TOWNSHIP whose offices are located at 13300 168th Ave., Grand Haven, Michigan 49417 (“Township”) and MICHIGAN CHLORIDE SALES, LLC of 402 West Jackson Road, St. Louis, Michigan, 48880 (“MCS”).

RECITALS

1. The Township has requested quotes for dust palliative and stabilization on the 19.22 miles of gravel roads within the Township’s boundaries for the 2015 summer season. (*See attached map – Exhibit A.*)
2. MCS has presented a proposal for the Grand Haven Charter Township dust palliative and stabilization project.
3. The parties are desirous of entering into a formal agreement based upon the work to be performed and the prices contained in the attached accepted proposal.

AGREEMENT

IN CONSIDERATION of the mutual covenants as hereinafter set forth, the parties hereby agree as follows:

1. Work. MCS shall apply a mineral well brine solution that contains a total chloride level of approximately 26% in such concentration and frequency as follows:
 - a. An initial application of the mineral well brine solution on continuous spread consisting of an 8' strip down each side of the road with a third 8' strip down the middle with an application rate of 1,000 gallons per strip or 3,000 gallons per mile. This initial application would be applied during the period of **April 20th to May 8th**. This application qualifies for a discounted rate of \$0.17 per gallon. (*The estimated cost of this application would be 3,000 gallons per mile x 19.22 miles of gravel road x \$0.17 or approximately \$9,800.22.*)
 - b. A second additional application of the mineral well brine solution on continuous spread consisting of an 8' strip down each side of the road with a third 8' strip down the middle with an application rate of 1,000 gallons per strip or 3,000 gallons per mile. This second application would be applied during the period of **June 22nd to July 2nd**. This application will be the normal rate of \$0.185 per gallon. (*The estimated cost of this application would be 3,000 gallons per mile x 19.22 miles of gravel road x \$0.185 or approximately \$10,667.10.*)

- c. A third application of the mineral well brine solution on continuous spread consisting of an 8' strip down each side of the road with a third 8' strip down the middle with an application rate of 1,000 gallons per strip or 3,000 gallons per mile. This third application would be applied during the period of **September 7th to September 11th**. This application qualifies for a discounted rate of \$0.175 per gallon. (*The estimated cost of this application would be 3,000 gallons per mile x 19.22 miles of gravel road x \$0.175 or approximately \$10,090.50.*)

The work to be performed under this contract shall be executed during the summer season of 2015 commencing no earlier than April 20th and completed no later than September 11th.

2. Cost. The Township shall pay **\$0.17** per gallon for the initial application of the mineral well brine solution as described previously; and **\$0.185** per gallon for the second application; and, **\$0.175** per gallon for the third application.
3. Permits. MCS shall be responsible for obtaining all necessary permits from the Ottawa County Road Commission ("OCRC") to allow MCS to work within the various road rights of way in the Township.
4. Roads Covered. MCS shall provide treatment for approximately 19.22 miles of gravel roads within the Township. The Township reserves the right to exclude from treatment any roads that are scheduled for paving or other maintenance during 2015. The Township shall provide a map (Exhibit A) of said roads to MCS; which map may be adjusted from time to time.
5. Grading. All treatment shall be applied after grading of the roads by the OCRC. It shall be the sole responsibility of MCS to coordinate treatment with the OCRC's grading schedules to insure that all roads are graded prior to treatment.
6. Insurance. Upon demand from the Township, MCS shall provide proof of insurance coverage naming the Township and the OCRC as additional insured. The insurance coverage shall be in an amount not less than one million dollars (\$1,000,000.00) for public liability, casualty, and property damage; and Michigan No-Fault or equivalent vehicle coverage of not less than one million dollars (\$1,000,000.00). MCS shall file a copy of such proof of insurance with the Township before work may commence.
7. Environmental and Indemnification. MCS shall comply with all government laws, rules, and regulations with regard to the handling of all chemicals or other substances, which may be determined to be hazardous substances. MCS shall be fully responsible for all loss or damage, including restoration, occasioned by the use of any chemicals or other hazardous substances or agents. Further, MCS shall indemnify and hold the Township harmless from all loss or damage, now or in the future, resulting from the performance of the work hereunder including, but not limited to, the use of any chemicals, substances or agents.

8. Compliance. MCS shall comply with all laws, rules, and regulations of any governmental unit or agency having jurisdiction over the nature, type, and location of the work performed under this Agreement.
9. Miscellaneous. Neither this contract nor any rights under it may be assigned or any duty delegated without the prior written consent of a non-assigning or non-delegating party. Any attempt to assign or delegate rights or duties without prior written consent shall be void. This contract shall inure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns.

All notices and other documents to be served and transmitted hereunder shall be in writing and addressed to the respective parties hereto at the addresses stated on page 1 of this contract or at such other address or addresses as shall be specified by the parties hereto from time to time and may be served or transmitted in person, electronically, or by ordinary or certified mail properly addressed and with sufficient postage affixed.

This is an integrated contract. It contains the full understanding of the parties and supercedes all other understandings, agreements, or conditions, written or oral, regarding the subject matter of this contract. This contract has been executed in the State of Michigan and should be governed by Michigan law except as to matters pertaining to choice of law. The waiver of any party hereto of a breach or violation of any provision of this contract shall not be a waiver of any subsequent breach of the same or any other provision of this contract. If any section or provision of this contract is unenforceable for any reason, the unenforceability thereof shall not impair the remainder of this contract, which shall remain in full force and effect.

It is contemplated that this contract will be executed in multiple counterparts, all of which together shall be deemed to be one contract. The captions in this contract are for convenience only and shall not be considered as part of this contract or in any way to amplify or modify the terms and provisions hereof. This contract shall be enforceable only by the parties hereto and their successors in interest by virtue of an assignment which is not prohibited under the terms of this Agreement and no other person shall have the right to enforce any of the provisions contained herein. All exhibits attached hereto are incorporated herein by reference as though fully stated herein.

No amendment, modification, or waiver shall be effective unless in writing and signed by both parties. All rights and remedies set forth in this contract are cumulative and are in addition to any other legal or equitable rights and remedies.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on this 27th day of February, 2015.

Witnessed By:

GRAND HAVEN CHARTER TOWNSHIP,
a Michigan Municipal Corporation

By: _____
William D. Cargo, Superintendent

MICHIGAN CHLORIDE SALES, LLC

By: _____
Brad Harkness, Sales/Operations Mgr.



Superintendent's Memo

DATE: February 16, 2015
TO: Township Board
FROM: Bill
RE: Cost of Service Water and Sewer Rate Study

Attached, please find a Cost of Service (COS) rate study agreement with Utility Financial Services, LLC (UFS), which is a national firm specializing in utility rate studies based in the city of Holland. The fee for the COS rate study is **\$17,600**, which is slightly less than the \$18,000 included in the FY 2015 budget for this rate study.

UFS completed a rate study for GHT in both 2006 and 2010. Working closely with UFS has allowed the Township to maintain sufficient cash reserves within these funds without having dramatic swings in utility rates.

Pursuant to both the Water and Sewer Ordinance:

The Township Superintendent and appropriate Township staff, in consultation with the Township rate consultant, as necessary, shall periodically review the charges, rates and fees of the System. The results of this review shall be periodically reported to the Township Board with recommendations for adjustments.

Fees and charges for the Township's utility system are established:

... for the purpose of recovering the cost of construction, reconstruction, replacement, maintenance, repair and operation of the system, and the cost of compliance with all applicable state and federal laws, rules and regulations, and to provide for the payment of on principal and interest on any bonds sold or other indebtedness incurred to finance (the system).

Fees for both the Water and Sewer systems are divided between a commodity charge that will vary depending upon the amount of water used (*or sewage discharged*) and a service charge that remains stable regardless of usage.

To proceed with the proposed COS rate study, the following motion may be offered:

Move to authorize the Township Superintendent to execute an agreement with Utility Financial Solution, LLC for a Cost of Service rate study at a cost not to exceed \$17,600, with the payment divided equally between the Water and Sewer funds.

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



July 7, 2014

Mr. William Cargo
Grand Haven Charter Township
13300 168th Avenue
Grand Haven, MI 49417

Dear Mr. Cargo:

Listed below is the engagement letter to complete a water and wastewater cost of service study, rate design and impact fee analysis for Grand Haven Charter Township. The letter includes a listing of the services provided and the fees to complete the study. Please call me if you have any questions on the scope of services.

Scope of Services

Review of Relevant Reports

- Review outstanding bond issues and covenant requirements
- Review Township ordinances related to the Water and Wastewater Departments
- Review changes to wholesale contracts and pricing
- Review current connection fee methodology used for mobile homes and apartment complexes

Collect and Verify Data

The specific objectives are as follows:

- Clarify the scope of services and specific expectations of management and compare with previous study completed for Grand Haven Township
- Review billing system capabilities for providing the information necessary for the cost of service analysis
- Gain an understanding of changes that have occurred since the last study was completed including growth and types of new customers
- Gain an understanding of future water and wastewater costs and capital improvements
- Gain an understanding of the wholesale water and wastewater contracts and changes since last study was completed

Preparation of Data Request

Based on discussion with Township management and staff, we will prepare an information request that will include the necessary information to complete the study:

- Customer billing and usage statistics by month for latest fiscal year
- Monthly production statistics from Water and Wastewater Departments
- Trial balances for previous two years and audit reports for last five years
- Fixed assets schedules
- Debt service schedules
- Current work-in-process and future capital improvement plans
- Copies of rate schedules and special contracts

Water Department Expense Projection

Revenue requirements will be projected for future years based on actual data adjusted for anticipated capital improvements and changes in labor, benefits, supplies, and electricity. We will project the utilities revenue requirements for a five-year period based on certain assumptions such as inflation, anticipated changes in costs, additional debt issuances, capital improvements, and additional costs related to sales growth. A detailed cost projection will be completed balancing water purchases with retail sales and system losses.

Water Department Sales Growth Projection

Customer usages will be projected based on historical growth rates adjusted for high or low usages on a yearly basis. Water sales can fluctuate substantially based on weather and has varying affects on each customer classes' usage. Customer growth rates and usage patterns will be normalized and projected for future years.

Development of Cost of Service Analysis – Water Department

Consistent with AWWA's "Manual of Water Supply Practices" we will conduct an analysis to isolate cost by customer class. We will model appropriate customer classes based on our preliminary discussion with management. The cost of service analysis will be based on the methodology identified below, unless management prefers an alternative methodology.

- 1) Component Costs - The cost to provide service using the Base-Extra Capacity Method as described by AWWA's Manual of Water Supply Practices. This method divides the cost of water purchases into two main cost categories:
 - a) Base costs – those costs that vary with quantity of water used
 - b) Extra-capacity – the costs associated with meeting water time-of-use requirements in excess of average usage on a projected hourly and daily basis

Under this method, costs are further allocated between customer classes and public fire protection.

- 2) Functional Costs - Identification of the cost to provide water to customers separated by service component:

- a. Production – Includes cost to purchase water under wholesale contracts
- b. Transmission - Identification of costs related to capacity, maintenance and operation of the transmission system
- c. Distribution - Cost to deliver water from transmission system to customer
- d. Customer-related costs: Separation of costs for billing, meter reading, meter O&M, customer services, and others as defined by management

Allocation Factors – Water Department

A critical part of the cost of service study is the development of allocator's from customer classes' usage patterns. The allocators are used to allocate the fixed capacity costs, semi-variable operating costs, variable chemicals and power, and customer-related costs. The characteristics modeled will include total water used, peak day, peak hour and customer billing, metering, and services requirements. To obtain peak use ratios by meter size we will perform the following:

- 1) Review internal usage patterns available and supplement with peak ratio information on customer classes developed from generic sources
- 2) Review peak loadings on water production readings
- 3) Review peak month loadings from billing statistics

Expense Projection – Wastewater Department

Revenue requirements will be projected for a five-year period using actual expenses and rate base, the revenue requirements will be adjusted for anticipated capital additions and changes in labor, benefits, supplies, chemicals, electricity and incorporate potential debt service into the analysis. Expenses will be projected based on certain assumptions such as inflation and growth.

Sales Growth Projection – Wastewater Department

The number of customers and billing units will be projected based on historical growth rates adjusted for high or low usages on a yearly basis. We will discuss with management any significant changes in the number or amount of usage for large industrial customers. Sales will be projected over the five year planning period.

Allocation Factors – Wastewater Department

Expense categories will be analyzed and reviewed to determine an appropriate allocation factor. The allocation factor will be developed based on cost causation and allocated to each billing parameter. The allocation factors developed include peaking factors, flow characteristics, and customer related costs.

Development of Long-Term Financial Model and Rate Track (Water and Wastewater Departments)

The long-term financial model will project sales and expenses over five years and be used to develop a long-term rate track for the Township. The model will be flexible and incorporate the following:

- Capital Improvement Plan
- Future Debt Service
- Debt Coverage Ratios

- Cash Flows and Cash Balances

Water and Wastewater Rate Design and Revenue Proof

We will work with utility management and Township Board in design of water and wastewater rates & fees for customers. We will proof the revenues based on projected billing parameters to help ensure the rates are sufficient to meet utility revenue requirements. We will identify the potential rate impact to utility customers at various usage levels.

Connection Fee Study

Utility Financial Solutions will perform a Water and Wastewater Impact Fee study consistent with the guidelines established by the American Water Works Association Equity Method. The goal of the impact fee study is to achieve an equity position between new and existing customers of the water and wastewater system. Under the Equity Method, the current equity in the system is determined and fees are charged based on the capacity used to serve an existing equivalent residential customer. System equity is determined by analyzing system assets, accumulated depreciation, outstanding long-term debt and contributions, and system usage and capacity. We will review the current methodology and explore alternative methodologies to consider.

Consideration of Recent Court Decisions

UFS will help ensure rates and impact fees following the guidelines established by the Michigan Supreme Court's 1998 ruling in the Bolt vs. City of Lansing pertaining to the provision of the 1978 Headlee Amendment. This provision requires voter approval before a tax can be imposed or increased. Water and Wastewater rates and impact fees are becoming increasingly vulnerable to this ruling.

To help ensure rates and fees are consistent with this and other court decisions we will perform the following:

1. Develop rates that are justifiable and based on the cost of service
2. Determination of revenue requirements will review and remove any identified double counting between fees and rates
3. Connection fees will be determined based on accepted methods modified to meet requirements of Michigan Court Decisions

Deliverables Water and Wastewater Rate Study

- 1) Executive Summary for Township Board
- 2) Water Cost of Service Study
- 3) Wastewater Cost of Service Study
- 4) Impact Fee (Connection Fee) Study
- 5) Rate design and recommendations
- 6) Revenue proof of proposed rates
- 7) Presentation to Board (optional upon request)

Project Fees – Water, Wastewater, and Impact Fee Study

Project Task	
Water Cost of Service Study	\$ 7,450
Wastewater Cost of Service Study	7,650
Impact Fee (Connection Fees)	2,500
Total not to Exceed	\$ 17,600

We are available for additional services, including on-site presentations, as requested at the following hourly rates:

	Hourly Rate
Project Manager	\$ 280.00
Rate Manager	\$ 225.00
Rate Analyst	\$ 200.00
Staff/Clerical	\$ 120.00

The contract can be terminated at any time by Grand Haven Charter Township or Utility Financial Solutions with or without cause on written notice to the other party. Utility Financial Solutions shall be entitled to compensation for its work up to the date on which the termination notice is given. If termination occurs, Township is entitled to a copy of all working papers, documents, data, and other information which UFS has developed pursuant up to the date of termination.

Thank you for this opportunity to serve you. If you are in agreement with the above stated scope of services and fees, please sign below and return. Please call with any questions or concerns.

Sincerely,

Utility Financial Solutions

Dawn Lund
Vice – President UFS

Accepted By: _____
William D. Cargo, Superintendent

Date: _____



Community Development Memo

DATE: February 19, 2015
TO: Township Board
FROM: Fedewa
RE: Updated 2015 – 2019 Community Parks and Recreation Plan

PURPOSE

At a public hearing held February 9th the Township Board postponed adopting a resolution for the *Explore the Grand Region: A Community Parks and Recreation Plan in Northwest Ottawa County, 2015 – 2019* in order to review the proposed updates to the plan recommended by staff, and those provided during the public hearing.

As you may recall, the Michigan Department of Natural Resources (DNR) provides financial assistance through a variety of programs to acquire land and/or develop park facilities. To be eligible to apply for these grants, a community must have an approved, five-year recreation plan on file with the Grants Management office of the DNR. In addition, the plan provides direction for capital spending and improvements to the parks system outside of any grant considerations.

In order to collaborate and reduce future costs, the five communities in Northwest Ottawa County (*i.e., Grand Haven Township, Grand Haven City, Spring Lake Township, Spring Lake Village and City of Ferrysburg*) agreed to complete the five-year recreation plan as a group. Please review the attached plan, which includes the updates (*pages of interest are: 13, 14, 21, 23, 73-74, 115, 134, and 163-164*).

Since the February 9th public hearing **the other four municipalities have adopted the plan**, and in order to be eligible for grant funding the plan must be submitted to the DNR no later than March 1, 2015.

STAFF REVIEW

As directed by the Township Board the following changes/additions have been made to the Plan:

- Non-Motorized Pathway System was expanded and a map included.
- Recent 40 acre acquisition was added to the Hofma Park and Preserve information.
- The Witteveen property and its significance was explained more clearly.
- Definitions were added to clarify the various recreation facilities.
- Miscellaneous clerical errors were fixed (*i.e.*, *Clerk Larsen*, *number of Planning Commissioners*, *corrected map legends*, *missing parks*).

Staff has reviewed the updated Draft *Explore the Grand Region: A Community Parks and Recreation Plan in Northwest Ottawa County, 2015 – 2019*. The deficiencies identified by the Board, staff, and citizens have since been addressed. **Staff is now confident in the Township’s ability to secure grant funding opportunities.**

RECOMMENDATION

Staff recommends the Township Board adopt Resolution No. 15-02-02. The Resolution will adopt the *Explore the Grand Region: A Community Parks and Recreation Plan in Northwest Ottawa County, 2015 – 2019*. If the Township Board agrees with the aforementioned recommendation, the following motion can be offered:

Motion by _____, supported by _____, to adopt Resolution No. 15-02-02 to adopt the *Explore the Grand Region: A Community Parks and Recreation Plan in Northwest Ottawa County, 2015 – 2019*.

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

At a regular meeting of the Township Board of Trustees of the Charter Township of Grand Haven, Ottawa County, Michigan, held on the 23rd day of February 2015, at 7:00 p.m. The meeting was held at the Township of Grand Haven, 13300 168th Avenue, Grand Haven, Michigan.

PRESENT:

ABSENT:

After certain matters of business had been discussed, Supervisor French announced that the next order of business was the consideration of a resolution to adopt the *Explore the Grand Region: A Community Parks and Recreation Plan in Northwest Ottawa County, 2015-2019*. Following discussion, the following resolution was offered by _____ and supported by _____.

RESOLUTION NO. 15-02-02

WHEREAS, the Charter Township of Grand Haven has undertaken a planning process to determine the recreation and natural resource conservation needs and desires of its residents during a five year period covering the years 2015 through 2019; and,

WHEREAS, the Charter Township of Grand Haven has entered into this planning process in collaboration with the City of Ferrysburg, City of Grand Haven, Spring Lake Township, and the Village of Spring Lake; and,

WHEREAS, the combined area of the aforementioned local units of government constitutes the planning area; and,

WHEREAS, the Charter Township of Grand Haven is of the understanding that the governing bodies of the aforementioned local units of government intend to pass a similar resolution of adoption of *Explore the Grand Region: A Community Parks and Recreation Plan in Northwest Ottawa County, 2015-2019*; and,

WHEREAS, the governmental members began the process of developing a community recreation plan in accordance with the most recent guidelines developed by the Department of Natural Resources and made available to local communities; and,

WHEREAS, residents of the planning area were provided with a well-advertised opportunity during the development of the draft plan to express opinions, ask questions, and discuss all aspects of the recreation and natural resource conservation plan; and,

WHEREAS, the public was given a well-advertised opportunity and reasonable accommodations to review the final draft plan for a period of at least 30 days; and,

WHEREAS, a public hearing was held on February 9, 2015 at Grand Haven Charter Township Board Room to provide an opportunity for all residents of the planning area to express opinions, ask questions, and discuss all aspects of the *Explore the Grand Region: A Community Parks and Recreation Plan in Northwest Ottawa County, 2015-2019*; and,

WHEREAS, the Charter Township of Grand Haven has developed the plan as a guideline for improving recreation and enhancing natural resource conservation for the Township; and,

WHEREAS, after the public hearing, the Grand Haven Charter Township Board voted to adopt said *Explore the Grand Region: A Community Parks and Recreation Plan in Northwest Ottawa County, 2015-2019*.

NOW, THEREFORE BE IT RESOLVED the Grand Haven Charter Township Board hereby adopts the *Explore the Grand Region: A Community Parks and Recreation Plan in Northwest Ottawa County, 2015-2019, as amended*.

Ayes:

Nays: None.

Absent:

RESOLUTION DECLARED: Adopted

ADOPTED ON: February 23, 2014

Laurie Larsen, Township Clerk

CERTIFICATE

I, the undersigned, the duly qualified Township Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing is a true and complete copy of the resolution adopted by the Township Board at a regular meeting of the Township Board held on the 23rd day of February, 2015. 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



**Ottawa County Sheriff's Office
Grand Haven Township Community Policing Services
Monthly Report - January 2015**



Calls of Interest

	January	February	March	April	May	June	July	August	September	October	November	December
B & E's	0											
Larcenies	6											
Shoplifting	6											
FTP fuel	0											
Assist Other	2											
Assaults	1											
Domestic	6											
Animal	14											
Alarms	18											
SOR Check	1											
Traffic	43											
AGP	14											
Suspicious	19											

Comments:

Upcoming changes this year so far include, Dep Ryan Devries updating the miottawa.org site, with links and information specific to Grand Haven Township. These will include a link to the ght.org site, and also information on common complaints made in the Grand Haven area to police. These include the fireworks ordinances and laws, noise ordinance, and other Township regulations.

The Grand Haven Walmart is in the process of hiring a full-time loss prevention floor walker. They believe the position will be filled by this spring and could reflect a rise in shoplifting complaints. Dep Todd finished 2014 with over 3000 traffic citations being issued. He was again the top citation writing car in the county. Kudos to Dep Todd for his efforts with keeping the roadways safe throughout Grand Haven Township.

