

GRAND HAVEN CHARTER TOWNSHIP BOARD
MONDAY, SEPTEMBER 28, 2020

According to the Attorney General, interrupting a public meeting in Michigan with hate speech or profanity could result in criminal charges under several State statutes relating to Fraudulent Access to a Computer or Network (MCL 752. 797) and/or Malicious Use of Electronics Communication (MCL 750.540). According to the US Attorney for Eastern Michigan, Federal charges may include disrupting a public meeting, computer intrusion, using a computer to commit a crime, hate crimes, fraud, or transmitting threatening communications. Public meetings are monitored, and violations of statutes will be prosecuted.

WORK SESSION – Cancelled

REGULAR MEETING – 7:00 P.M.

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MEETING AGENDA

IV. PUBLIC COMMENTS – (*Agenda Items Only*)

If you would like to comment on an Agenda Item Only, you will be instructed how to proceed by the Zoom Meeting Moderator. Comments will be limited to three (3) minutes.

Join Zoom Meeting

<https://zoom.us/j/97748557427?pwd=UDVSTmNVWTJlbGF2UjN0V214d012dz09>

V. CONSENT AGENDA

1. Approve August 24, 2020, Regular Board Minutes
2. Approve Payment of Invoices in the Amount of \$1,076,052.82 (*A/P checks of \$965,843.76 and payroll of \$110,209.06*)

VI. PUBLIC HEARINGS

1. Truth-in-Taxation Hearing – Establish Millage Rates for FY 2021

VII. OLD BUSINESS

1. Approve Resolution 20-09-02 – Schedule of Property Taxes for FY 2021
2. Approve Resolution 20-09-03 – Third Quarter Budget Amendments
3. Approve Quote for Holiday Lights

VIII. NEW BUSINESS

1. Inter-Local Agreement for Designated Assessor Contract
2. First Reading – Rezoning – Boelkins – AG to RP
3. First Reading – Zoning Text Amendment – Sliding Side Setback, Exempt AG/RP from Double Frontage, Animal Waiver as SLU

IX. REPORTS & CORRESPONDENCE

1. Committee Reports
2. Manager's Report
3. Other

X. PUBLIC COMMENTS – (*Non-Agenda Items*)

If you would like to comment on a Non-Agenda Item Only, you will be instructed how to proceed by the Zoom Meeting Moderator. Comments will be limited to three (3) minutes.

XI. ADJOURNMENT

**GRAND HAVEN CHARTER TOWNSHIP BOARD
MONDAY, SEPTEMBER 14, 2020**

REGULAR MEETING

I. **CALL TO ORDER**

Clerk Larsen called the regular meeting of the Grand Haven Charter Township Board to order at 7:28 p.m.

II. **ROLL CALL**

Board members present: Larsen, Kieft, Behm, Redick

Board members absent: Reenders, Meeusen, Gignac

Also, present were Manager Cargo, Undersheriff Weiss, Human Resources Director Dumbrell, Finance Director Sandoval and Deputy Treasurer Larrison.

Motion by Clerk Larsen, supported by Trustee Behm to appoint Trustee Redick as President Pro Tempore. **Which motion carried** pursuant to the following roll call vote:

Ayes: Kieft, Larsen, Behm, Redick

Nays:

Absent: Reenders, Meeusen, Gignac

III. **APPROVAL OF MEETING AGENDA**

Motion by Treasurer Kieft and seconded by Trustee Behm to approve the meeting agenda.

Which motion carried pursuant to the following roll call vote:

Ayes: Redick, Behm, Larsen, Kieft

Nays:

Absent: Reenders, Meeusen, Gignac

IV. **PUBLIC COMMENTS** – (*Agenda Items Only*)

President Pro Tem Redick announced that a period for public comments on agenda items was now opened.

Manager Cargo noted that if any member of the public would like to comment on an Agenda item, they could indicate their desire to speak by clicking the “wave” function on the ZOOM toolbar ... or physically wave to get the attention of the ZOOM moderator.

There being no public comments, President Pro Tem Redick announced that the period for public comments on agenda items was now closed.

V. **APPROVAL OF CONSENT AGENDA**

1. Approve August 24, 2020, Regular Board Minutes

2. Approve Payment of Invoices in the Amount of \$576,536.33 (*A/P checks of \$344,535.06 and payroll of \$232,001.27*)

Motion by Clerk Larsen, supported by Trustee Behm to approve the items listed on the

Consent Agenda. **Which motion carried** pursuant to the following roll call vote:

Ayes: Larsen, Kieft, Redick, Behm

Nays:

Absent: Reenders, Meeusen, Gignac

VI. OLD BUSINESS

1. Manager Cargo stated that the last amendment to the contract with the Sheriff's Department occurred in 2007 when a deputy was added. During the past thirteen (13) years, reported incidents within the Township – both civil and criminal – have increased from 1,163 to 2,782 – an increase↑ of about 139%.

Moreover, when school is out-of-session and the COPS officer would be assigned to the Township, the number of calls increase by about 100 calls monthly.

The attached amends the existing contract with the Sheriff's department to increase coverage by 13% – i.e., 0.33 FTEs. Further, because this additional 0.33 FTE will be covered by the existing Police SAD millage – which is 0.55 mills – there will be no increase in taxes.

Undersheriff Weiss noted that this proposal was an effective means to increase coverage during the busiest times.

Motion by Treasurer Kieft seconded by Clerk Larsen to approve an amendment to the Agreement for Sheriff's Services to increase coverage from 3.33 sheriff officers to 3.76 officers at an additional cost of about \$41,500 for the upcoming fiscal year. **Which motion carried** pursuant to the following roll call vote:

Ayes: Behm, Redick, Kieft, Larsen

Nays:

Absent: Reenders, Meeusen, Gignac

VII. NEW BUSINESS

1. Manager Cargo explained a proposed Memorandum of Understanding with Ottawa County and two area funeral homes regarding the cremation and burial of unclaimed bodies.

Motion by Treasurer Kieft seconded by Trustee Behm to approve the proposed Memorandum of Understanding for Unclaimed Bodies within Ottawa County and to authorize the Township Superintendent to execute the agreement on behalf of Grand Haven Charter Township. **Which motion carried** pursuant to the following roll call vote:

Ayes: Kieft, Redick, Behm, Larsen

Nays:

Absent: Reenders, Meeusen, Gignac

2. **Motion** by Treasurer Kieft seconded by Clerk Larsen to adopt Resolution 20-09-01 which schedules the "Truth in Taxation" Public Hearing for September 28, 2020 and proposed the additional millage rate of 0.0875 mills for a proposed total of 4.7038 mills.

Which motion carried pursuant to the following roll call vote:

Ayes: Redick, Kieft, Larsen, Behm

Nays:

Absent: Reenders, Meeusen, Gignac

3. Discussion was held on holiday lighting options at the Administrative Building. The Board members expressed support for the concept; but requested additional details on ownership of the decorations and more detail on the Mattson Landscaping proposal.

VIII. REPORTS AND CORESPONDENCE

- a. Committee Reports
- b. Manager's Report, which included:
 - ✓ August Building Report.
 - ✓ August Ordinance Enforcement Report.
 - ✓ July Legal Review.
- c. Others

IX. PUBLIC COMMENTS

President Pro Tem Redick announced that a period for public comments on non-agenda items was now opened.

Manager Cargo noted that if any member of the public would like to comment on an Agenda item, they could indicate their desire to speak by clicking the "wave" function on the ZOOM toolbar ... or physically wave to get the attention of the ZOOM moderator.

There being no public comments, President Pro Tem Redick announced that the period for public comments on agenda items was now closed.

X. ADJOURNMENT

Motion by Clerk Larsen and seconded by Trustee Behm to adjourn the meeting at 7:49 p.m. **Which motion carried** pursuant to the following roll call vote:

Ayes: Redick, Behm, Larsen, Kieft

Nays:

Absent: Reenders, Meeusen, Gignac

Respectfully Submitted,

Laurie Larsen
Grand Haven Charter Township Clerk

Ron Redick
Grand Haven Charter President Pro Tempore



Deputy Treasurer

DATE: September 28, 2020

TO: Township Board

FROM: Ashley Larrison

RE: “Truth in Taxation” Public Hearing

At the last Township Board meeting, the “Truth in Taxation” hearing was scheduled for tonight.

As you will recall, Grand Haven Charter Township’s taxable value increased by 3.65% and the rate of inflation was only 1.90%. This caused a “Headlee” reduction from our 2020 millage rates.

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. As part of the budget process, the Board needs to set the property tax millage rate to help support the coming year budget.

As stated in the “*Notice of Public Hearing on Increasing Property Taxes*” published September 18, 2020 in the Grand Haven Tribune, the Board of Trustees of Grand Haven Charter Township will hold a public hearing on a proposed increase of an additional revenue which will be 3.3% over the amount levied in 2019.

The following is a breakdown of the proposed 2020 Millage and the tax dollars it will generate.

Millage Levy	2019 Millage	2020 Proposed Millage with Headlee reduction applied	2019 Tax Dollars Generated	2020 Tax Dollars proposed to be generated
Township Operating	1.0431	1.0397	\$875,631	\$904,608
Fire Department	1.8292	1.8233	\$1,535,524	\$1,586,391
Transportation	0.9145	0.9115	\$767,678	\$793,065
Bike Path	0.4376	0.4361	\$367,344	\$379,436
Museum	0.2481	0.2473	\$208,268	\$215,167
(NOCA)Four Pointes	0.2467	0.2459	\$207,093	\$213,949
<i>Subtotal</i>	<i>4.7192</i>	<i>4.7038</i>	<i>\$3,961,538</i>	<i>\$4,092,616</i>
Total	4.7192	4.7038	\$3,961,538	\$4,092,616

What does this mean for Grand Haven Charter Township Taxpayers?

The total proposed 2020 millage rate for Grand Haven Charter Township is .0154 mills **below** the millage rate levied in 2019 but the overall taxable value has increased 3.65%. (with this hearing we are requesting the additional .0875 mills over what would automatically be added).

Due to this change in the Grand Haven Township millage and increase in taxable value, on average the owner of a \$250,000 home in 2019 (\$125,000 T.V.) and \$256,000 in 2019 (\$127,375 T.V.) will pay approximately \$9.25 more in 2020. Holding the Truth in Taxation Hearing increases property taxes by approximately \$11.00 for the year for the average taxpayer. (this amount includes the 1.019% adjustment to the taxable value for the increase in the 2020 C.P.I.)

Attached, you will find the resolution to adopt after the public hearing which establishes the actual millage rate levied by the Township and authorizes the Supervisor and Clerk to sign the attached L-4029 2020 Tax Rate Request.

If approved, the following motion can be offered.

Move to Adopt Resolution No. 20-09-02 approving the levy of an additional allowable millage rate of 0.0875 and authorizing Supervisor Reenders and Clerk Larsen to sign the L-4029 2020 Tax Rate Request.

If there are any questions or comments regarding the above, please contact me.

RESOLUTION # 20-09-02

WHEREAS, the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, held a public hearing on September 28, 2020 to receive testimony and public comments on the issue of whether or not to levy an "additional millage rate" of 0.0875 mills, pursuant to the Resolution of the Township Board, dated September 14, 2020; and

WHEREAS, the Township Board's resolution of September 14, 2020 was duly published by the Township Clerk in accordance with the requirements of the Truth in Taxation Law; and

WHEREAS, it appears to be in the best interest of the Township to levy an additional millage rate of 0.0875 mills.

NOW, THEREFORE, be it hereby resolved that the Township Board of Grand Haven Charter Township, Ottawa County, Michigan does hereby approve the levy of an additional millage rate of 0.0875 mills, pursuant to the requirements of the Truth in Taxation Law and does hereby establish the 2020 Grand Haven Charter Township millage rate as follows:

1. Allocated, Operating Millage – 1.0397;
2. Voted, Museum – .2473;
3. Voted, Council on Aging – .2459;
4. Voted, Fire Rescue – 1.8233;
5. Voted, Transportation – .9115; and
6. Voted, Bike Path –.4361

and as delineated on the attached L-4029 2020 Tax Rate Request Form, pursuant to the requirements of State law, and instructs Supervisor Reenders and Clerk Larsen to sign the aforementioned form.

AYES:

NAYS:

ABSENT AND NOT VOTING:

RESOLUTION DECLARED ADOPTED.

Dated: September 28th, 2020

Laurie Larsen, Township Clerk

CERTIFICATE

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 28th day of September 2020. 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 28th, 2020

Laurie Larsen, Township Clerk

SUPERINTENDENT'S MEMO

DATE: September 23, 2020
TO: Township Board
FROM: Cargo and Sandoval
SUBJECT: Budget Amendments – Nine Month Update

Attached, please find the proposed budget amendments for the FY2020 – which are heavily related to the impact of COVID-19.

- 1) The General Fund revenues are increased↑ by about **\$29k**, which reflect the following significant changes:
 - a. About \$14k in Federal Grant Monies (*CRLGG Grant*) which is designed to replace some of the “lost” statutory stated shared revenues;
 - b. \$5k increase in cemetery lot sales; and,
 - c. \$10k in higher than budgeted boat launch revenues because of higher than normal usage (*i.e., closure of City boat launch site due to high lake levels*).

At the same time General Fund Expenditures are increased by about **\$23k** with the following amendments:

- a. Administrative expenditures are increased↑ by \$16,800 – mostly due additional months of Human Resources Director Dumbrell being leased to Harbor Transit. (*This assistance is expected to be discontinued in or around January 1st*);
- b. Finance expenditures are increased↑ by \$2,350 – mostly due to bank charges that are no longer covered by interest earnings;
- c. Clerk expenditures are decreased↓ by \$3,000 due to the COVID-19 cancellation of conferences;
- d. Parks expenditures are increased↑ by about \$7,000 – mostly due to higher than anticipated labor costs and automotive maintenance.

The undesignated fund balance of the General Fund is expected to increase by over \$5k to about **\$1.83 million** at the end of FY2020 after the budget amendments are adopted. This exceeds↑ the Board stated goal of \$1.6 million for the General Fund undesignated fund balance ... but, with uncertainty related to the COVID-19 pandemic and matching monies needed for pending park grants, staff are not recommending that this be reduced any further.

- 2) Fire/Rescue Fund revenues are increased↑ by about **\$102k** – mostly due to federal COVID-19 grants designed to cover certain labor costs and to provide hazard pay to staff.

Fire/Rescue Fund expenditures are increased↑ by over **\$31k** – mostly due Hazard Pay Premium (*i.e.*, \$1,000 to all fire fighters).

The undesignated fund balance of the Fire Fund will be an estimated **\$303k** after the budget amendments are adopted. This is sufficient to meet the Capital Improvement Plan for the department with regard to future capital purchases.

- 3) The Police Service Fund revenues are increased↑ by about **\$62k** – entirely due to federal COVID-19 grants designed to cover certain labor costs of the contracted deputies. (*The County may “clawback” some of these monies since the State did not provide 100% of the County’s grant request.*)

The fund balance of the Police Services Fund will be an estimated **\$290k** at the end of FY2020.

- 4) The Sewer Fund revenues are increased↑ by over **\$92k** – mostly due to trunkage fees from Lakeshore Flats and revenues from the Robbins Road dewatering – i.e., storm drain project.

The Sewer Fund expenditures are increased↑ by **\$21k** – due to an upgrade of three township lift stations – which should help ensure that back-ups will not cause flooding of residential homes.

The fund balance of the Sewer Fund is increased↑ by over **\$71k** to an estimated **\$2.24 million** at the end of FY2020. This is a healthy reserve for this enterprise fund and will be needed for capital projects scheduled for FY 2021.

- 5) The Water Fund revenues increased↑ slightly – i.e., over **\$16k** – while the expenditures are increased↑ significantly by **\$85k** due to higher than anticipated water purchases from NOWS due to the drier than normal summer.

The fund balance of the Water Fund is decreased↓ by over **\$68k** to an estimated **\$2.89 million** at the end of FY2020. This is a healthy reserve for this enterprise fund and will be needed for capital projects scheduled for FY 2021.

If the Board supports the proposed budget amendments, the following motion may be offered:

Move to adopt Resolution 20-09-03 that adopts the Third Quarter budget amendments for fiscal year 2020.

If you have any questions or comments, please contact either Cargo or Sandoval.

RESOLUTION NO. 20-09-03

WHEREAS, Grand Haven Charter Township has formally adopted the 2020 fiscal year budget;

WHEREAS, the Grand Haven Charter Township Board of Trustees have determined that the proposed attached amendments to this budget are necessary to comply with the requirements of the State of Michigan and to respond to events and changes that have occurred since the budget was originally adopted in 2019;

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of Grand Haven Charter Township determines:

SECTION 1:

This resolution shall be known as the Grand Haven Charter Township 2020 Third Quarter Budget Amendments.

SECTION 2:

The list of attached amendments to the 2020 fiscal year budget are found to be acceptable and are adopted by the Board.

SECTION 3:

Motion made by _____ and seconded by _____ to adopt the foregoing resolution upon the following roll call vote:

AYES:

NAYS:

ABSENT:

ABSENT AND NOT VOTING:

RESOLUTION DECLARED: ADOPTED.

The **motion** carried and the resolution was duly adopted on September 28, 2020.

Laurie Larsen, Township Clerk
Dated: September 28, 2020

**GRAND HAVEN CHARTER TOWNSHIP
BUDGET AMENDMENTS & LINE ITEM TRANSFERS
GENERAL FUND
September 28, 2020**

	From	To	+ or (-)
General Fund Revenues			
528.000 Other Federal Grants (CRLGG Grant)	0	13,910	13,910
643.000 Cemetery Lot Sales/Transfers	18,000	23,000	5,000
651.000 Boat Launch Fees	29,000	39,000	10,000
TOTAL GENERAL FUND REVENUE	4,051,970	4,080,880	28,910
Dept. Group 172 - Administration			
702.000 Salaries - (Dumbrell contract with Harbor Transit)	106,400	119,000	12,600
715.000 FICA	17,520	19,020	1,500
956.000 Misellaneous (COVID supplies)	200	1,100	900
976.000 Equipment Purchases (COVID related)	500	2,300	1,800
Total	342,660	359,460	16,800
Dept. Group 191 - Finance			
801.001 Bank Charges (Earning no interest at HNB to cover fees)	6,250	8,600	2,350
Total	255,730	258,080	2,350
Dept. Group 215 - Clerk			
802.000 Conferences, Dues & Subs (Cancellation of conferences)	3,500	500	(3,000)
Total	39,820	36,820	(3,000)
Dept. Group 751 - Parks and Recreation			
702.000 Salaries	86,480	91,480	5,000
715.000 FICA	6,650	6,850	200
874.000 Road Signs	750	1,250	500
910.100 Worker's Comp Account	3,710	3,010	(700)
936.300 Automotive Maintenance	1,000	3,000	2,000
Total	506,900	513,900	7,000
TOTAL GENERAL FUND EXPENDITURES	4,333,510	4,356,660	23,150
GENERAL FUND - FUND BALANCE:			
Fund Balance (from 2019 Financial Audit)			2,861,742
2020 Revenue			4,051,970
Total Revenue budget amendments			28,910
2020 Amended Revenue			4,080,880
2020 Expenditures			4,333,510
Total Expense budget amendments			23,150

**GRAND HAVEN CHARTER TOWNSHIP
 BUDGET AMENDMENTS & LINE ITEM TRANSFERS
 GENERAL FUND
 September 28, 2020**

	From	To	+ or (-)
2020 Amended Expenditures			4,356,660
Net Budget Amendments			5,760
Projected Total Fund Balance - 12/31/20			2,585,962
Projected Undesignated Fund Balance - 12/31/20			1,835,962
Projected Designated Fund Balance - 12/31/20			750,000

**GRAND HAVEN CHARTER TOWNSHIP
BUDGET AMENDMENTS & LINE ITEM TRANSFERS
FIRE/RESCUE FUND
September 28, 2020**

		From	To	+ or (-)
Fire Fund Revenues				
528.000	Other Federal Grants (PSPHPR & Hazard Pay)	0	97,150	97,150
664.000	Interest Income	7,200	7,800	600
677.000	Reimbursements (Insurance claims)	1,500	5,500	4,000
TOTAL FIRE/RESCUE FUND REVENUE		1,498,350	1,600,100	101,750
Dept. Group 336 - Fire/Rescue Department				
702.150	Hazard Pay Premium	0	30,000	30,000
716.000	Medical Care & Physicals	1,000	3,000	2,000
862.000	Vehicle Maintenance & Repair	14,500	19,500	5,000
910.100	Worker's Comp Account	29,500	23,500	(6,000)
TOTAL FIRE DEPT. EXPENDITURES		1,867,710	1,898,710	31,000
FIRE DEPARTMENT FUND BALANCE:				
	Fund Balance (from 2019 Financial Audit)			601,694
	2020 Revenue			1,498,350
	Total revenue budget amendments			101,750
	2020 Amended Revenue			1,600,100
	2020 Expenditures			1,867,710
	Total expense budget amendments			31,000
	2020 Amended Expenditures			1,898,710
	Net Budget Amendments			70,750
	Projected Total Fund Balance - 12/31/20			303,084

**GRAND HAVEN CHARTER TOWNSHIP
BUDGET AMENDMENTS & LINE ITEM TRANSFERS
POLICE SERVICES
September 28, 2020**

	From	To	+ or (-)
Police Services Revenues			
677.000 Reimbursements (PSPHPR grant from Cty)	100	62,000	61,900
TOTAL FUND REVENUE	501,710	563,610	61,900

Department Expenditures (No changes)

TOTAL EXPENDITURES	552,880	552,880	0
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POLICE SERVICES FUND BALANCE:

Fund Balance (from 2019 Financial Audit)	279,440
2020 Revenue	501,710
Total revenue budget amendments	61,900
2020 Amended Revenue	563,610
2020 Expenditures	552,880
Total expense budget amendments	0
2020 Amended Expenditures	552,880
Net Budget Amendments	61,900
Projected Total Fund Balance - 12/31/20	290,170

**GRAND HAVEN CHARTER TOWNSHIP
BUDGET AMENDMENTS & LINE ITEM TRANSFERS
SEWER FUND
September 28, 2020**

	From	To	+ or (-)
Sewer Fund Revenues			
629.100 Trunkage Charges (Lakeshore Flats)	86,370	158,480	72,110
631.000 Late Charges	5,000	1,800	(3,200)
694.000 Miscellaneous Income (Dewatering)	100	23,700	23,600
TOTAL SEWER FUND REVENUE	1,062,950	1,155,460	92,510
Dept. Group 590.537 - Sewer Fund (No Changes)			
970.000 Capital Outlay (Upgrade SCADA on 3 pump stations)	101,950	122,950	21,000
TOTAL SEWER FUND EXPENDITURES	823,710	844,710	21,000
SEWER FUND CASH RESERVES:			
Cash Reserves (From 2019 Financial Audit)			1,929,741
2020 Revenue			1,062,950
Total Revenue budget amendments			92,510
2020 Amended Revenue			1,155,460
2020 Expenditures			823,710
Total Expense budget amendments			21,000
2020 Amended Expenditures			844,710
Net Budget Amendments			71,510
Projected Unassigned Cash Reserves - 12/31/20			2,240,491

**GRAND HAVEN CHARTER TOWNSHIP
BUDGET AMENDMENTS & LINE ITEM TRANSFERS
WATER FUND
September 28, 2020**

	From	To	+ or (-)
Water Fund Revenues			
629.100 Trunkage Fees (Lakeshore Flats)	34,240	72,310	38,070
631.000 Late Charges	32,000	8,100	(23,900)
649.000 Sale of Materials	7,000	9,500	2,500
TOTAL WATER FUND REVENUE	2,884,000	2,900,670	16,670
Dept. Group 591.536 - Water Department			
727.000 Office Supplies & Postage (Water samples)	14,590	10,590	(4,000)
740.000 Hydrant Purchases	12,570	7,570	(5,000)
742.000 Service Line Purchases	26,750	32,750	6,000
745.000 Water Purchases	566,210	666,210	100,000
910.100 Worker's Comp Account	4,440	3,440	(1,000)
936.310 Hydrant Maintenance (No painting or GIS)	27,400	16,400	(11,000)
TOTAL WATER FUND EXPENDITURES	2,371,830	2,456,830	85,000
WATER FUND CASH RESERVES:			
Cash Reserves (From 2019 Financial Audit)			2,394,345
2020 Revenue			2,884,000
Total Revenue budget amendments			16,670
2020 Amended Revenue			2,900,670
2020 Expenditures			2,371,830
Total Expense budget amendments			85,000
2020 Amended Expenditures			2,456,830
Net Budget Amendments			(68,330)
Projected Unassigned Cash Reserves - 12/31/20			2,838,185



Superintendent's Memo

DATE: September 22, 2020

TO: Township Board

FROM: Bill Cargo

RE: Holiday Decorations

Staff was instructed at the **December 9th** Board meeting to obtain proposals for installing holiday decorations for the 2020 season.

At the **September 14th** Board, the Board generally supported installing holiday decorations, but, wanted some additional detail on the Mattson Landscaping proposal.

Mattson Landscaping (*in Grand Haven Township*) is proposing the following at a cost of about **\$2,720**:

- 15' of garland and lights on the five (5) lights poles along the front of the administrative building;
- Lights on twelve trees along the front of the administrative building;
- Lights on the shrubs along the administrative building; and,
- A 48" wreath with lights above the main entrance to the administrative building.

Mattson noted that the lights are essentially "disposable" incandescent holiday lights and will not be salvaged. Further, the wreaths and decorations are made with live material. (*LED lights would increase the cost by about 20%.*)

If the Township wants to separate the holiday lights from the garland or save the lights, that is fine; but it would increase the removal costs and create a need for storage.

Based upon the aforementioned, staff would recommend that the Mattson quote be approved as originally provided. (*Staff and elected officials can discuss improvements or changes that could occur in future years – after this initial first year.*) If the Board agrees, the following motion can be offered:

Motion to accept the Mattson Landscaping for holiday decorations at the Administrative building at a cost of about \$2,720.

Please contact me with any questions or comments.



PO Box 19 Grand Haven, Michigan, 49417
15700 Winans Street West Olive, Michigan 49460 (No Mail)
www.mattsonlandscaping.com

Name: Grand Haven Charter Township
Address: 13300 168th Ave Grand Haven
Email: kwalsh@ght.org
Phone: 616-604-6325

Today's date: 08/26/20
Estimated start date: week of 11/23
Days to complete:
Mattson Landscaping Inc Rep:
Mike Mattson (616)212-8579
mike@mattsonlandscaping.com

Project Description: Holiday Decorating at the Township office. Decorating is described below and is priced ala carte. Decorating includes garland(where indicated),clear/white incandescent mini lights, extension cords and splitters where needed. Price is based on outlets being added by the township so extension cords don't cross sidewalks. Pricing below is all material and labor to install decorations as decided by the township. For removal add 20% to total price.

4 light poles in North parking area along 168th, poles are approximately 25' tall-30' Evergreen Garland and lights. **Price per Pole = \$275.00 (a bucket truck or lift will be used).** -ND

2 groups of 9 Burning Bush along North parking lot and 168th, 200-300 lights per bush plug cords into light poles if outlets are installed. **Price per Group = \$175.00** Maybe \$350

Lights and Garland on bridge rail facing 168th, 100' Evergreen Garland, lights and 13 red Velvet Bows
Price for Bridge = \$360.00

Right side of North Building—600 lights on Japanese Maple Tree **\$110.00**

Left side of North Building—600 lights on Dogwood Tree **\$110.00**

3 Viburnum on Corner of North building under Dogwood 450 lights per Bush **\$215.00**

Left Side of Main Entrance-750 lights on Japanese Maple Tree **\$125.00**

Left Side of Main Entrance—450-600 light on each of 3 Viburnum **\$110.00**

Right Side of Main Entrance—750 Lights on Dogwood Tree **\$135.00**

Front Yard Right of Main Entrance—900 lights on Pear tree **\$175.00**

5 Light Poles by Main Entrance and Along Bike Path-- Approximately 15' tall to be wrapped with Evergreen Garland and Lights. **Price Per Pole = \$80.00**

Front of Building--

3 Barberry by Sign 150 lights on each **\$75.00 for all**

1 Rose of Sharon by building 200-300 lights **\$45.00**

2 Unknown matching bushes 200-300 lights on each **\$90.00**

South End—300-450 lights on low growing Juniper **\$80.00**

Above Main Entrance Door- 1-48" Evergreen Wreath with Lights- Township to install hook in Facade

Price for Wreath = **\$200.00**

To accept and schedule please sign above and return with a 35% deposit.

*\$2200
(removal = \$450)*



Superintendent's Memo

DATE: September 15, 2020
TO: Township Board
FROM: Bill Cargo
RE: Property Assessing Reform – Designated Assessor

As you are aware, the State will continue conducting Audits of Minimum Assessing Requirements (AMAR). If local unit fails an AMAR, the municipal unit must submit a Corrective Action Plan and a follow-up review will be conducted.

If a local unit fails their follow-up review, they must submit a second Corrective Action Plan and choose from one of the following options:

1. Hire a new assessor who must be STC Certified at MAAO or MMAO level;
2. Transfer assessing responsibilities to the “Designated Assessor” for the county; or
3. Allow the State Tax Commission (STC) to assume jurisdiction of the assessing roll.

If a local unit fails their second follow-up review and selects the option of the “Designated Assessor”, the Designated Assessor will assume responsibility of the assessment administration functions for at least 5 years.

It is **highly unlikely** that Grand Haven Township would ever find itself in this situation. However, the Township must have an interlocal agreement in place appointing a designated assessor, signed by Ottawa County and a majority of the local units by December 31st. (*The agreement must also be approved by the State Tax Commission.*)

There are no costs associated with executing this agreement. That said, if a local unit did fail a second follow-up review and selected the “Designated Assessor” option, the costs would be \$30 per parcel in 2021 with a 5% annual increase – which for the Township would be about **\$220k**.

To approve this agreement, the following motion can be offered:

Motion to authorize Township Supervisor Reenders to execute the Interlocal Agreement with Ottawa County and other local units designating Ottawa

County Equalization Department employee Brian Busscher as the Designated Assessor.

Please contact me if there are any questions or concerns.

Interlocal Agreement for Ottawa County to Approve the Designated Assessor for the period January 1, 2021 through December 31, 2026

Public Act 660 of 2018 requires a county to have a Designated Assessor on file with the State Tax Commission as of December 31, 2020. Accordingly, the following interlocal agreement (hereinafter “AGREEMENT”) has been executed by the Board of Commissioners for Ottawa County, a majority of the assessing districts in Ottawa County, and the individual put forth as the proposed Designated Assessor. Ottawa County and the Assessing Districts are collectively referred to throughout this AGREEMENT as the “Parties.”

RECITALS

WHEREAS, The Assessing Districts are Municipal Corporations located within the County of Ottawa, in the State of Michigan;

WHEREAS, The Michigan Constitution of 1963, Article 7, Section 28 permits a political subdivision to exercise jointly with any other political subdivision any power, privilege or authority which such political subdivisions share in common with each other and which each might exercise separately;

WHEREAS, The Urban Cooperation Act of 1967, being MCL 124.505 *et seq*, and the Intergovernmental Transfer of Functions and Responsibilities Act, give effect to the Constitutional provision by providing that public agencies may enter into interlocal agreements to carry out their respective functions, powers and authority;

WHEREAS, P.A. 660 of 2018 requires each County to enter into an AGREEMENT that designates the individual who will serve as the County’s Designated Assessor. That interlocal agreement must be approved by the County Board and a majority of the assessing districts in the County.

WHEREAS, P.A. 660 of 2018 mandates that the Designated Assessor shall be an advanced assessing officer or a master assessing officer.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

A. Background Information

1. Ottawa County proposes that Brian Busscher (R-8823), in his capacity as an employee working in Ottawa County’s Equalization Department. serve as the Designated Assessor for the following assessing districts within Ottawa County; Allendale Charter Township, Blendon Township, Chester Township, Crockery Township, Georgetown Charter Township, Grand Haven Charter Township, Holland Charter Township, Jamestown Charter Township, Olive Township, Park Township, Polkton Charter Township, Port Sheldon Township, Robinson Township, Spring Lake Township, Tallmadge Charter Township, Wright Township, Zeeland Charter Township, Coopersville City, Ferrysburg City, Grand Haven City, Holland City,

Hudsonville City, Zeeland City, constituting the complete roster of assessing districts within the geographic and political boundaries of Ottawa County.

2. Included as an addendum to this AGREEMENT are the Ottawa County SEV totals by class, including special act values, those properties deemed unique or complex by a local assessing district, and a listing of the total number of parcels, by classification, including special act rolls, within each assessing district.
3. Once the designated assessor process is invoked, the Parties agree that the Designated Assessor will perform the duties associated with being the assessor of record for an assessing district at the following location:

Ottawa County Equalization Department
12220 Fillmore Street
Room 110
West Olive, MI 49460

4. The Parties further agree that specific hours will be negotiated in the event an assessing district is subject to the designated assessor process.
5. If Brian Busscher leaves the employment of Ottawa County, the designation of Brian Busscher as designated assessor is voided and a new Interlocal Agreement must be executed.

B. Qualifications of Proposed Designated Assessor:

1. Included as an addendum to this AGREEMENT, the Ottawa County Board of Commissioners has received and reviewed the following documents provided by the Designated Assessor:
 - a. Resume providing the Designated Assessor's current employment status as well as additional and specific details regarding the Designated Assessor's current assessing or equalization responsibilities and local unit assessing experience as it relates to being approved as the Designated Assessor of Ottawa County.
 - b. Disclosure of any conflicts of the interest involving the proposed Designated Assessor, the County, or any assessing district, if applicable.
2. It is understood that the individual identified as the Designated Assessor in this AGREEMENT will, during the length of this agreement, maintain their assessor certification in good standing with the State Tax Commission and, when required to

serve as the Designated Assessor for an assessing district in Ottawa County, shall act as the Assessor of Record for that assessing district. When acting as the Assessor of Record for an assessing district. When acting as the Assessor of Record for an assessing district, the Designated Assessor shall meet all the requirements as set forth by the State Tax Commission's *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.

3. Any additional requirements that are agreed to by the Designated Assessor, the County and the Assessing Districts may not conflict with the State Tax Commission's *Supervising Preparation of the Rolls*.

C. DUTIES AND RESPONSIBILITIES OF DESIGNATED ASSESSOR AND OF OTTAWA COUNTY AND ASSESING DISTRICTS WITHIN OTTAWA COUNTY

1. The Parties agree to the following duties and responsibilities:
 - a. The Designated Assessor will receive the assistance of Ottawa County Equalization Department staff.
 - b. The Designated Assessor will satisfy all requirements contained State Tax Commission's *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.
 - c. Within days of being appointed as the Designated Assessor for the assessing district, the Designated Assessor shall prepare and transmit to the assessing district's supervisor, manager, or chief executive a detailed proposal, including a schedule for delivery of documents, to correct deficiencies identified by the State Tax Commission's audit.
 - d. The Designated Assessor will do all of the following; Correct all deficiencies found in the State Tax Commission audit. Classify and appraise accurately, according to the constitution and laws of the State of Michigan, each parcel of real property, which lies within the corporate boundaries of the Assessing District. Process accurately all assessable personal property that is in the Assessing District. Use the methods prescribed by the Michigan State Tax Commission, in the Audit of Minimum Assessing Requirements (AMAR). Approximately twenty percent (20%) of the parcels in the Assessing District will be inspected and reappraised each year, so that each parcel in the Assessing District is inspected and reappraised approximately once every five (5) years. The Designated Assessor will provide an assessment roll as required. The final factor will be determined by the action of the Assessing District's Board of Review, the Ottawa County Equalization Department and the process of state equalization, as determined by the State Tax Commission.
 - e. All Ottawa County employees engaged in the performance of this Agreement shall be professional in manner and appearance and be trained and qualified in property

appraisal techniques. The assessment roll will be certified by the Designated Assessor.

- f.** The Assessing District will provide all equipment and supplies needed for the routine performance of its duties, except as otherwise set forth herein.
- g.** The Assessing District shall provide current land use maps, zoning maps, street/centerline maps, plats, topographical maps, sewer and water maps, and shall make available any records or data, which may be of use in making the appraisal, without cost to Ottawa County. Ottawa County has implemented a GIS system in which mapping data are maintained. The GIS system is addressed in Section 1(o) of this Agreement.
- h.** The current Michigan State Tax Commission Assessor's Manuals shall be the cost schedules used in the appraisal of all properties. All cost schedules shall be indexed to reflect current costs as of Tax Day.
- i.** The master file shall be the property of the Assessing District. Ottawa County will maintain the master file at the Ottawa County Fillmore Complex with access available to the Assessing District. Real property printed records, if any, will be located at the Assessing District offices. Personal property printed records will be located in the Equalization Department office.
- j.** All parties recognize that good public relations are vital to the success of the assessment administration program. During the terms of this Agreement, Ottawa County employees shall endeavor to promote understanding and amicable relations with all members of the public. Employees will be assigned by the Designated Assessor to maintain limited office hours at the Assessing District Offices to conduct their duties, interact with Assessing District staff, attend meetings, promote community relations, and to meet with property owners about assessment issues and questions. The Assessing District will provide adequate office area and operational infrastructure such as telecommunication, data communication, utilities, networking capabilities, and electronic storage capacity, to adequately support required staff activities and necessary ancillary functions. The accommodations shall be safe, modern, and reflect a professional function. All electronic data interfaces shall be compatible with Ottawa County information protocols and standards.
- k.** It will be the obligation of local unit staff to collect the mail, and collect any assessing department related forms, letters etc. brought in to the local unit. It is not the intention of the Designated Assessor to use local unit staff in the performance of his duties, other than those specified above. Existing local unit staff may be hired by Ottawa County to assist the Designated Assessor in the performance of his duties.
- l.** When systems or resources are scheduled to be shutdown, notice shall be relayed in advance to Ottawa County to allow for substitute assignments for any staff. When possible, system maintenance should not be scheduled during regular business hours. When possible, any maintenance that is performed by representatives of the Assessing

District on the computer equipment owned by Ottawa County will be coordinated with a representative of the Innovation and Technology Department of the County to avoid conflicts in configuration and application issues.

- m. It shall be the responsibility of the Designated Assessor to notify the property owners of increased assessed and taxable values, as provided by law, as well as distribute personal property statements and other official forms. The Assessing District shall pay charges from the service company for printing these notifications and statements.
- n. The Designated Assessor shall prepare the assessment roll and certify it for the Assessing District in a timely manner.
- o. The Designated Assessor will attend Board of Review meetings. Staff may assist the Designated Assessor in preparing for, conducting and implementing any changes resulting from the required meeting of the Boards of Review.
- p. The Designated Assessor, or representative, shall represent the Assessing District in all property assessment appeals and in proceedings before the Michigan Tax Tribunal concerning properties under this Agreement. The Assessing District shall designate and provide the legal services for such appeals or proceedings; however, costs or expenses, which may be incurred by Ottawa County in employing additional counsel, expert appraisers, or performing extraordinary specific appraisal work in connection with such appeals, proceedings, or other functions, shall be paid by the Assessing District provided that the Designated Assessor, seeks and obtains approval from the Assessing District prior to incurring such costs or expenses. Additionally, should this Agreement be terminated, the Designated Assessor, shall represent the Assessing District in all property assessment appeals and in proceedings filed during the existence of this Agreement. The fee shall be \$80.00 per hour for preparation, appearance, and travel after termination of the Agreement.
- q. Ottawa County will provide staff, equipment and software to maintain electronic property records using a computer-assisted mass-appraisal system. Assessment administration, including digital photography and sketching, as well as general business application software, shall be prescribed by the County and will be compatible with applications currently in use by the Assessing District. Data patches and solutions shall be reached using collaborative, shared resources to achieve greatest possible compatibility. All property information shall adhere to the requirements and specifications of Ottawa County. The records will be utilized for annual valuation updates. The County will ensure that the assessment records reflect the property's true cash value, assessed valuation, and taxable valuation to be utilized for any property tax calculations in conformance with all requirements of the General Property Tax law, MCL 211.1 et seq.
- r. The Designated Assessor and the Assessing district shall utilize Ottawa County's geographical information system in implementing this Agreement. An independent agreement with Ottawa County may govern this function

- s. Non-exclusivity of assessing services. The Designated Assessor may serve as the assessor of record for other assessing districts.
 - t. At all times and for all purposes under this Agreement, the relationship of the designated assessor, through Ottawa County, to the Assessing District shall be that of an independent contractor. All employees of Ottawa County, who perform services under this Agreement, shall be and remain employees of Ottawa County, subject to the discipline, supervision, direction, policies and control of Ottawa County, the Ottawa County Administrator, and the Equalization Director.
 - u. Each party shall indemnify and hold the other party harmless from claims, which are the result of an alleged error, mistake, negligence or intentional act or omission of the other party, its officers, employees, agents and assigns.
 - v. The Assessing District will include Ottawa County, the Ottawa County Equalization Department and their officers, employees and agents as additional named insureds on a policy of insurance for all risks. The required insurance policy shall have comprehensive general policy limits of not less than \$1,000,000. Ottawa County will include the Assessing District and its officers, employees and agents as additional named insureds on a policy of insurance for all risks or in its Memorandum of Coverage from the Ottawa County, Michigan Insurance Authority. The required insurance policy will have comprehensive general policy limits of not less than \$1,000,000. Ottawa County will provide workers' compensation coverage on its employees. Written proof of the existence of such insurances will be supplied by the Assessing District and Ottawa County as of effective date of this Agreement, and at such times during the term thereafter, as Ottawa County or the Assessing District may reasonably require.
2. The Designated Assessor shall have no responsibilities during the period in which they are not acting as the Designated Assessor for an assessing district within the county.

D. Cost and Compensation for Designated Assessor:

1. Payment for Services Provided:

- a) The Designated Assessor may charge an assessing district that is required to contract with the Designated Assessor and that assessing district shall pay, for the reasonable costs incurred by the Designated Assessor in serving as the assessing district's Assessor of Record, including, but not limited to, the costs of overseeing and administering the annual assessment, preparing and defending the assessment roll, and operating the assessing office.
- b) Payment for Designated Assessor services shall be paid to Ottawa County as provided under this agreement. Except as otherwise provided, payment for Designated Assessor services shall be set at \$30 per parcel for 2021 with 5% per year increases through the life of this contract. Parcel count will be determined each year as of the March Board of Review and will include all active parcels, ad-valorem, special acts and exempt. In the

unlikely event an immediate reappraisal of a class of property is required, there will be an additional charge of \$60 per parcel for 2021 with 5% per year increases through the life of this contract. The County will submit monthly invoices on the first day of each month. The monthly invoices from the County will be processed and paid by the Assessing District in accordance with standard Assessing District procedures.

- c) Upon completion of the first two years of Designated Assessor Services, payments provided under this Agreement shall be reviewed. From this review, the per parcel cost referenced in D1. b) above may be reduced to a level sufficient to cover the County's costs.
- d) Special assessment benefit analyses, roll preparation, processing, and related reports will be provided by the Designated Assessor when formally requested at a fee of \$55.00 per hour.
- e) The Designated Assessor will not charge an annual retainer for Designated Assessor Services to Ottawa County Assessing Districts. Charges will only incur once an Assessing District turns over Assessment Administration duties to the Designated Assessor.
- f) This interlocal agreement shall become effective upon the execution hereof by the parties hereto.
- g) Brian Busscher's annual salary, as paid by Ottawa County, will be considered compensation for Designated Assessor services. No additional compensation will be provided.
- h) The State Tax Commission may revoke the Designated Assessor and provide for an interim Designated Assessor if the Designated Assessor dies, becomes incapacitated, or is otherwise not capable of ensuring that the assessing district is able to achieve and maintain substantial compliance with MCL 211.10g.

2) Other expenses:

- a) The County will additionally be reimbursed on a monthly basis for the reimbursable expenses related to the Designated Assessor in a not-to-exceed annual amount of \$10,000. All expenses will be billed to the Assessing District in such detail and/or with sufficient supporting documentation, as may be reasonably required by the Assessing District. Reimbursable expenses may include items such as office supplies, assessing forms, printing, publishing, postage, mileage and other costs agreed to prior to invoicing. Reimbursable expenses may also include budgeted certifications, memberships, professional development, mileage. Travel costs as agreed in advance of training will also be reimbursed.

3) Miscellaneous:

- a.** The headings of the several sections shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.
- b.** If any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.
- c.** In conjunction with matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded or changed by any oral agreements, course of conduct, waiver or estoppel.
- d.** All representations, covenants and warranties set forth in the Agreement by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.
- e.** The terms and conditions used in this Agreement shall be given their common and ordinary definition and will not be construed against either party.
- f.** This Agreement may be executed in any number of counterparts and each such counterpart shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.
- g.** This Agreement does create a joint venture and is not enforceable by third parties, nor does it in any way waive or release the governmental and officer immunities of either the County, Assessing Districts or Designated Assessor, all such rights being reserved.

GRAND HAVEN CHARTER TOWNSHIP

Mark Reenders, Supervisor

Date

HOLLAND CHARTER TOWNSHIP

Terry Nienhuis, Supervisor

Date

JAMESTOWN CHARTER TOWNSHIP

Ken Bergwerff, Supervisor

Date

OLIVE TOWNSHIP

Todd Wolters - Supervisor

Date

PARK TOWNSHIP

Gerald Hunsburger, Supervisor

Date

POLKTON CHARTER TOWNSHIP

Bill Sahlberg, Supervisor

Date

PORT SHELDON TOWNSHIP

Howard Baumann Jr., Supervisor

Date

ROBINSON TOWNSHIP

Kathy Kuck, Supervisor

Date

SPRING LAKE TOWNSHIP

John Nash, Supervisor

Date

TALLMADGE CHARTER TOWNSHIP

James E. Van Ess, Supervisor

Date

WRIGHT TOWNSHIP

Josh Westgate, Supervisor

Date

ZEELAND CHARTER TOWNSHIP

Glenn Nykamp, Supervisor

Date

CITY OF COOPPERSVILLE

Larry Crandle, Mayor

Date

CITY OF FERRYSBURG

Rebecca Hopp, Mayor

Date

CITY OF GRAND HAVEN

Robert Monetza, Mayor

Date

CITY OF HOLLAND

Nathan Bocks, Mayor

Date

CITY OF HUDSONVILLE

Mark Northrup, Mayor

Date

CITY OF ZEELAND

Kevin Klynstra, Mayor

Date

Interlocal Agreement for Ottawa County to Approve the Designated Assessor for the period January 1, 2021 through December 31, 2026

Addendum A:

1. Current Stated Equalization (“SEV”) values in the County by class, including special act values. Total number of parcels in the County, by classification, including special act rolls, within each Assessing District:

(A.) Real Property SEV, as of 2020 March BOR:

- Agricultural Real--\$727,378,200; 4,173 Parcels
- Commercial Real--\$1,875,808,900; 5,152 Parcels
- Industrial Real--\$853,253,256; 1,729 Parcels
- Residential Real--\$11,869,624,624; 96,908 Parcels
- Timber-Cutover--None Classified
- Developmental--\$138,400; 1 Parcel.

(B.) Personal Property, as of 2020 March BOR:

- Agricultural Personal--\$0; 0 Parcels
- Commercial Personal--\$194,546,700; 7,524 Parcels
- Industrial Personal--\$399,861,500; 635 Parcels
- Residential Personal--None Classified
- Utility Personal--\$243,093,300; 199 Parcels.

(C.) Equivalent State Equalized Value of Special Acts as of 2020 March BOR:

- Industrial Facilities Exemption (Act 198 of 1974)--\$316,470,600; 608 Parcels
- Commercial Rehabilitation Act Roll (PA 210 of 2005)--\$1,567,100; 16 Parcels
- Commercial Redevelopment Act Roll (PA 255 of 1978)--\$646,000; 2 Parcels
- DNR-PILT Rolls--\$26,875,200; 57 Parcels

2. List of any unique, complex or high value properties within the County:

- Consumers Energy-Generating Station-Zeeland City-425 N Fairview St
- Consumers Energy-Generating Station-Port Sheldon Township-7700 Margaret Ave.
- ARC Holland Real Estate Holdings-Freedom Village Senior Living Center-Holland City-145 Columbia Ave.
- Gentex Corp-Manufacturing-Zeeland City-600 Centennial St.
- CS Facilities-Continental Dairy-Coopersville City-999 Randall St.
- Mead Johnson & Company-Manufacturing of Baby Food-Zeeland City-725 E. Main Ave.
- Herman Miller Inc-Manufacturing-Zeeland City-855 E. Main Ave.
- Alden GV Owner LLC-Student Housing-Allendale Township-10897 48th Ave.

Interlocal Agreement for Ottawa County to Approve the Designated Assessor for the period January 1, 2021 through December 31, 2026

Addendum B:

Qualifications of Proposed Designated Assessor:

Resume, curriculum vitae, or other documents providing the Designated Assessor's current employment status as well as additional and specific details regarding the Designated Assessor's current assessing or equalization responsibilities and local unit assessing experience as it relates to being approved as the Designated Assessor for Ottawa County.

1. Current assessor certification level and number:

Michigan Master Assessing Officer R-8823

2. Identification of current employment status and specific assessing or equalization Responsibilities:

The herein named Designated assessor, Brian L. Busscher, is currently employed by Ottawa County as the Deputy Equalization Director. In his role as Deputy, he conducts appraisals on commercial, industrial, and agricultural properties as well as providing guidance to staff doing the same. He assists with many and various question from Ottawa County Assessors and from Ottawa County Equalization Department's Assessing Division. The division provides assessing services for the following local units: Blendon and Crockery Townships, Grand Haven City and Hudsonville City.

3. Description of prior local unit assessing experience of the proposed Designated Assessor:

Prior work included local unit reappraisal services to various townships in Allegan County. Current Assessor of Ronald Township in Ionia County and Monterey Township in Allegan County.

3. Conflict of interest disclosures:

None in contract as written.

Interlocal Agreement for Ottawa County to Approve the Designated Assessor for the period January 1, 2021 through December 31, 2026

Addendum C:

Brian Busscher
Deputy Equalization Director
12220 Fillmore St, Rm 110
West Olive, MI 49460
(616) 738-4819

Education

- Grand Valley State University, Allendale, MI
 - Bachelors of Business Administration (B.B.A.) Finance emphasis
 - Dean’s List member (all 4 years)

Certifications

- MMAO – Michigan Master Assessing Officer (4)
- Michigan Licensed Residential Builder and M & A Contractor

Professional Experience

Deputy Equalization Director (2015-present)
Ottawa County Equalization Department

- Provide work direction for appraisal staff and manages Property Description and Mapping team. Serve as a resource for technical guidance for all office staff.
- Conduct quality control audits.
- Provide technical assistance for Ottawa County assessors.

Property Appraiser (2006-2015)
Ottawa County Equalization Department

- Work as an Appraiser to conduct studies of all classes of real property to determine its True Cash Value.
- Assist Equalization Director in determining Equalization Factors for various local units throughout the County.
- Through use of ArcMap software, create and use maps to aid in property valuation and analyze trends.

Assessor (2019-Present)

Ronald Township, Ionia County

- Plan, administer, and provide overall supervision of property assessments, determination of true market value; calculation of the assessed, capped and taxable valuations of all property within the Township.
- Field inspect and review 20 percent of properties on an annual basis.

Assessor (2013-Present)

Monterey Township, Allegan County

- Plan, administer, and provide overall supervision of property assessments, determination of true market value; calculation of the assessed, capped and taxable valuations of all property within the Township.
- Field inspect and review 20 percent of properties on an annual basis.

Builder (1997-2006)

Busscher Builders, Inc.

- Work in a team environment to build and remodel custom homes
- Use professional building skills to perform a wide range of building tasks such as custom cabinetry, framing, roofing, remodeling, flatwork, and siding.
- Work independently to accomplish an assigned task by a given deadline.

Computer Skills

- BS&A Software
- ArcMap
- PowerPoint
- Excel
- Word



Community Development Memo

DATE: September 24, 2020

TO: Township Board

FROM: Stacey Fedewa, AICP – Community Development Director

RE: Thirty-One Properties (Boelkins) – AG to RP

BACKGROUND

The applicant, Stan Boelkins, of Thirty-One Properties Inc. is requesting to rezone 45-acres located at 11806 US-31 (Parcel No. 70-07-22-200-019), from Agricultural (AG) to Rural Preserve (RP).

When originally purchased, the intention was to develop a luxury RV park, but it did not come to fruition. A portion of the “good” land was split off, sold, and is now being farmed. The remainder is vacant with no structures.

During 2019, Boelkins attended a number of Planning Commission meetings with the express purpose of developing this property. Boelkins’ intention is to develop large-lot, high-end, residential parcels. The request to rezone to RP sets the minimum lot area at 5-acres and 250-ft lot width.

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

COMPATIBILITY

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

The adjacent zoning is:

Direction	Current Zoning	Existing Use
North	AG	Residential
South	AG	Agriculture
East	AG	Agriculture
West	RR & C-2	Residential & Commercial



The 2016 Future Land Use Map has master-planned the subject parcel for Agricultural Preservation (AP), which does not currently align with the applicant’s proposal.

During 2019, the Planning Commission did provide an indication to the applicant that the land would be suitable to be master-planned as a large-lot residential district such as Rural Preserve. The COVID-19 pandemic has interrupted the anticipated schedule of updating the map in 2020.

For this reason, **staff and Attorney Bultje are supportive of the application moving through the rezoning process before the Future Land Use Map is updated.**

CONSISTENCY

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

STATEMENT OF PURPOSE FOR RP DISTRICT	SITE CONSISTENCY
Intermediate district between AG and other residential properties	Abuts agricultural, residential, and commercial land
Large lots with residential uses, low-density	5-acre minimum, limited to 7 lots
Lacks municipal water & sanitary sewer due to its proximity to agricultural uses and practices	No municipal utilities available
Not suited to be agricultural	Per Boelkins, not suitable
Limited infrastructure	Electricity, private well, septic system

Although the rezoning is not consistent with the current Master Plan the Township does believe this land should be revised to be consistent with the proposed rezoning. The Township is not changing the Master Plan right now, but when it does occur it will be done on a comprehensive basis rather than a bifurcated manner.

CAPABILITY

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

Parcels in RP are not intended to have public utilities or even paved roads. Buchanan Street is unpaved and there are no public utilities available.

SAMPLE MOTIONS

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

Motion to present and postpone the Zoning Map Amendment Ordinance concerning the rezoning of 11806 US-31 from Agricultural (AG) to Rural Preserve (RP). Further action will be postponed until October 12th when the ordinance will be considered for adoption. **This is the first reading.**

If the Board finds the rezoning application does not meet the standards, the following motion can be offered:

Motion to deny the Thirty-One Properties Inc. rezoning application of 11806 US-31 from Agricultural (AG) to Rural Preserve (RP) because the application does not meet the rezoning standards of the Zoning Ordinance and Master Plan.

If the Board finds the rezoning application is premature or needs revisions, the following motion can be offered:

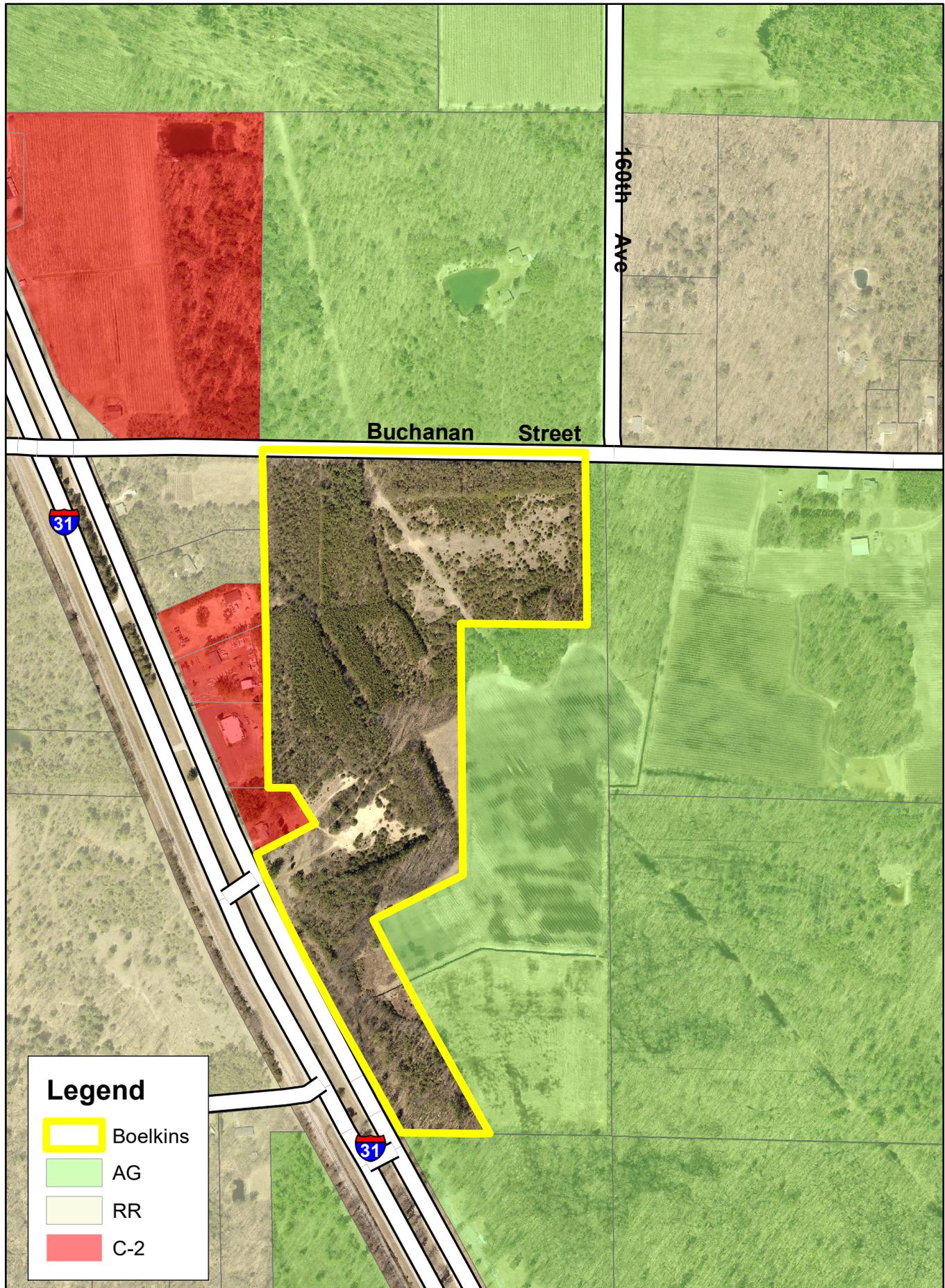
Motion to table of the Thirty-One Properties Inc. rezoning application, and direct the applicant to address the following items:

1. *List the items...*

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

Proposed Rezoning - Surrounding Area Map

11806 US-31 - AG to RP



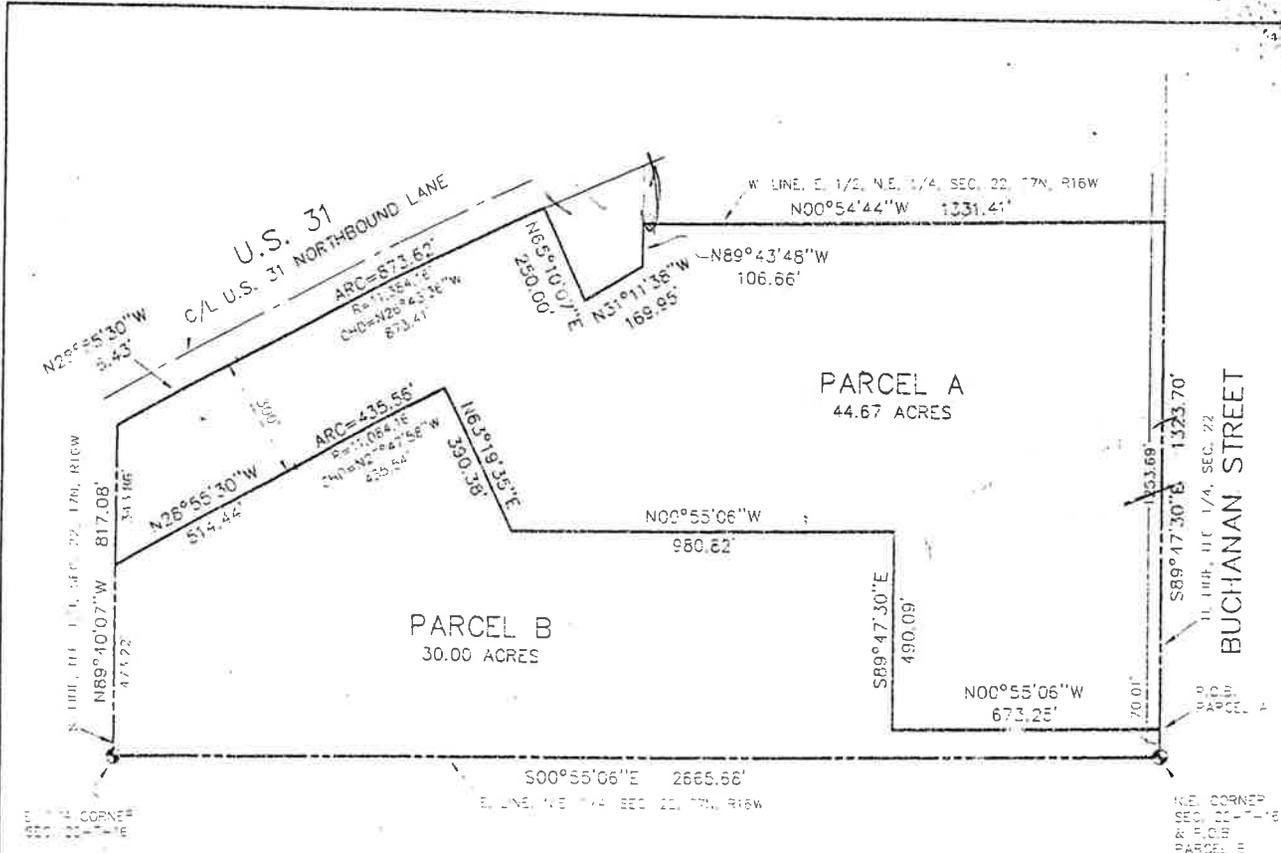
Proposed Land Division for: Stan Boelkins
11790 Garnsey Avenue
Grand Haven, MI 49417

Description of Parcel A:

Part of the NE 1/4 of Section 22, T7N, R16W, Grand Haven Township, Ottawa County, Michigan, being described as: Commencing at the NE corner of said Section 22; thence N89°47'30"W 70.01 feet along the North line of said NE 1/4 to the PLACE OF BEGINNING of this description; thence S00°55'06"E 673.25 feet; thence N89°47'30"W 490.09 feet; thence S00°55'06"E 980.82 feet; thence S63°19'35"W 390.38 feet; thence Southeasterly 435.56 feet along a 11,084.16 foot radius curve to the left, the chord of which bears S27°47'58"E 435.54 feet; thence S28°55'30"E 514.44 feet along a line which is 300 feet Easterly of and parallel with the East right of way line of US-31 to the South line of said NE 1/4; thence N89°40'07"W 343.86 feet along said South line to the East right of way line of US-31; thence N28°55'30"W 346.43 feet along said East line; thence Northwesterly 873.62 feet along said East line on a 11,384.16 foot radius curve to the right, the chord of which bears N26°43'36"W 873.41 feet; thence N65°10'07"E 250.00 feet; thence N3°11'38"W 169.95 to the South line of the NE 1/4 of said NE 1/4; thence N89°43'48"W 106.66 feet along said South line to the West line of the NE 1/4 of said NE 1/4; thence N00°54'44"W 1331.41 feet along said West line to the North line of said NE 1/4; thence S89°47'30"E 1253.69 feet along said North line to the place of beginning. This parcel contains 44.67 acres. Subject to easements and restrictions of record.

Description of Parcel B:

Part of the NE 1/4 of Section 22, T7N, R16W, Grand Haven Township, Ottawa County, Michigan, being described as: BEGINNING at the NE corner of said Section 22; thence S00°55'06"E 2665.66 feet; along the East line of said NE 1/4 to the South line of said NE 1/4; thence N89°40'07"W 473.22 feet along said South line; thence N28°55'30"W 514.44 feet along a line which is 300 feet Easterly of and parallel with the East right of way line of US-31; thence Northwesterly 435.56 feet along a 11,084.16 foot radius curve to the right, the chord of which bears N27°47'58"W 435.54 feet; thence N63°19'35"E 390.38 feet; thence N00°55'06"W 980.82 feet; thence S89°47'30"E 490.09 feet; thence N00°55'06"W 673.25 feet to the North line of said NE 1/4; thence S89°47'30"E 70.01 feet along said North line to the place of beginning. This parcel contains 30.00 acres. Subject to easements and restrictions of record.



Description of Parent Parcel:

Part of the NE 1/4 of Section 22, T7N, R16W, Grand Haven Township, Ottawa County, Michigan, being described as: BEGINNING at the NE corner of said Section 22; thence S00°55'06"E 2665.66 feet; along the East line of the NE 1/4 of said Section; thence N89°40'07"W 817.08 feet; thence N28°55'30"W 346.43 feet along the East R.O.W. line of US-31; thence continuing along said R.O.W. line 873.62 feet along a 11,384.16 foot radius curve to the right through a delta of 4°23'49" with a chord of N26°43'36"W 873.41 feet; thence N65°10'07"E 250.00 feet; thence N3°11'38"W 169.95 feet; thence N89°43'48"W 106.66 feet along the South line of the NE 1/4, NE 1/4 of said Section; thence N00°54'44"W 1331.41 feet along the West line of the E 1/2 of the SE 1/4 of said Section; thence S89°47'30"E 1323.70 feet along the North line of the NE 1/4 of said Section to the point of beginning. Together with and subject to any easements of record.



- Scale 1" = 300'
- = Deeded dimension
- = Measured dimension
- - - = Platting dimension
- = Set iron stake
- = Found iron stake
- = Concrete monument
- = Fence line

exxel engineering, inc.
planners • engineers • surveyors
5252 Civeo Park, S.W. • Grand Rapids, MI 49508
Phone: (616) 531-3660 Fax: (616) 531-2121
www.exxelengineering.com
FILE NO.: 0320355 DATE: 12/4/2012



GRAND HAVEN CHARTER TOWNSHIP

REZONING APPLICATION

Application Type	Fee	Escrow*
Rezoning	\$400	\$500

Zoning Ordinance can be found at www.gh.org/zoning

Applicant Information

Name Stanley Boelkins
 Phone 616-368-9722 (CELL)
 Address 11709 Garnsey Ave, Grand Haven, Mi 49417
 Email Address StanleyBoelkins@Charter.net

Owner Information *(If different from applicant)*

Name THIRTY-ONE PROPERTIES, INC
 Phone 616 368 9722 Email StanleyBoelkins@charter.net
 Address 11790 Garnsey Ave Grand Haven, Mi 49417

Property Information

Address/Location 11806 US 31 (near SE corner of US 31 and Buchanan)
 Parcel Number 70 - 07-22-200-019 -
 Current Zoning AG Zoning Requested RP Rural Preserve
 Master-Planned Zoning AG Size (acres) 44.67 acres

Other Information

Reason for Rezoning Request? To utilize parcel to highest and best use
 Present Use of the Subject Property? Vacant land
 Number & Type of Existing Structures? No existing structures
 Subject Property Located on a Paved Road? Buchanan(gravel) US 31 NB paved
 What Utilities are Available? Electric

NOTE: The architect, engineer, planner, or designer shall be responsible for utilizing the Township Ordinance books and following requirements for zoning amendments and procedures as stated in Chapter 16. Please submit fourteen (14) copies of the required information with the application.

I hereby attest the information on this application is, to the best of my knowledge, true and accurate.


 Signature of applicant

August 27, 2020
 Date

* To cover cost of legal and consulting fees, may be increased as necessary

NOTICE

IF I PLAN TO SPLIT THE PARCEL(S) AFTER THE ZONING APPROVALS ARE GRANTED, I REALIZE THAT I MUST APPLY FOR A LAND DIVISION WITH THE ASSESSING DEPARTMENT. ALL LAND DIVISION REQUIREMENTS MUST BE CONFORMED TO BEFORE PROCEEDING WITH FURTHER DEVELOPMENT.

Stanley Balshine
Signature of applicant

August 27, 2020
Date

For Office Use Only

Date Received _____ Fee Paid? _____

Materials Received: Site Plans _____ Location Map _____
Survey _____ Legal Description _____

Dated copy of approved minutes sent to applicant? _____ Date Sent _____

PLANNING COMMISSION USE ONLY

Approval _____

Tabled _____

Denied _____

Conditional Approval _____

The following conditions shall be met for approval:

Signature of Planning Commission Chair

Date



GRAND HAVEN CHARTER TOWNSHIP

Community Development Memo

DATE: September 24, 2020
TO: Township Board
FROM: Stacey Fedewa, AICP – Community Development Director
RE: Zoning Text Amendment Ordinance

BACKGROUND

It was bound to happen—finding a few items here and there in the new ordinance that need to be corrected.

#1 – SLIDING SCALE FOR SIDE YARD SETBACKS

This was inadvertently left out of the new ordinance and needs to be re-added. It is applicable to R-1 lots that are legally non-conforming and have a narrow width.

#2 – AG & RP EXEMPTION FROM DOUBLE LOT WIDTH

This was inadvertently left out of the new ordinance and needs to be re-added. The minimum lot widths for these two districts are already high and achieve the intent of the Township’s goal to improve safety along heavily traveled roadways by decreasing the number of new driveways.

AG = 330-ft and RP = 250-ft. Doubling these widths is too much.

#3 – ANIMAL WAIVER – SPECIAL LAND USE PROCESS

When the first Animal Waiver request came in it was related to a code enforcement complaint. For this reason, it made sense to notify the neighbors via a public hearing notice.

The Planning Commission recommends that all of these requests follow the Special Land Use process. Because of this unique process it seems sensible to notify the neighbors so if they are experiencing (*or anticipate experiencing*) something negative. This would enable the Planning Commission to establish conditions as a solution.

SAMPLE MOTION

If the Board finds the above text amendments acceptable, the following motion can be offered:

Motion to present and postpone the proposed Zoning Text Amendment Ordinance with draft date of 9/1/2020. Further action will be postponed until October 12th when the ordinance will be considered for adoption. **This is the first reading.**

If the Board finds the text amendment is not needed, the following motion can be offered:

Motion to deny the Zoning Text Amendment Ordinance because the standards of the Zoning Ordinance and Master Plan are not met.

If the Board finds the text amendment needs revisions, the following motion can be offered:

Motion to table of the amendment ordinance, and direct staff to address the following items:

1. *List the items...*

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

ORDINANCE NO. _____

ZONING TEXT AMENDMENT ORDINANCE

AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF GRAND HAVEN CHARTER TOWNSHIP, OTTAWA COUNTY, MICHIGAN, CONCERNING R-1 SIDE YARD SETBACKS FOR LAWFULLY NON-CONFORMING LOTS, EXEMPTING THE AGRICULTURAL (AG) & RURAL PRESERVE (RP) DISTRICTS FROM THE DOUBLE LOT WIDTH REQUIREMENT, BOTH OF WHICH ARE IN THE ZONING DISTRICTS CHAPTER; ANIMAL WAIVER PROCEDURES IN THE GENERAL PROVISIONS CHAPTER; AND BY PROVIDING FOR AN EFFECTIVE DATE.

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

Section 1. Zoning Districts – Schedule of Dimensional Regulations. Section 2.08 of the Grand Haven Charter Township Zoning Ordinance shall be restated in its entirety as follows.

Section 2.08

SCHEDULE OF DIMENSIONAL REGULATIONS.

No building shall be erected, nor shall an existing building be altered, enlarged, or rebuilt, nor shall any open space surrounding any building be encroached upon or reduced in any manner, except in conformity with the regulations below for the district in which the building or use is located.

The US-31 Character Overlay shall supersede this section in the event of a conflict between the regulations.

District	Lot Dimensions		Maximum Structure Height		Minimum Required Setback (feet)			Maximum Lot Coverage
	Minimum Area (acres & square ft)	Minimum Width (feet)	Feet	Stories	Front Yard	Rear Yard	Each Side Yard	Impervious Surface (%)
Footnotes	A, E, I, M	F	B		L	K	C, N	D, J
AG	20 acres	330	35	2½	50	50	25	70
RP	5 acres	250	35	2½	50	50	20	40
RR	45,000 sf	150	35	2½	50	50	20	40

R-1	15,000 sf	100	35	2½	50	50	15	40
R-2	13,000 sf	80	35	2½	50	50	10	40
R-3	G	100	40	3	50	30	15	40
R-4	See Section 2.14							
C-1	25,000 sf	100	35	2½	50	25	10	70
C-2	35,000 sf	110	35	2½	50	20	10	70
I-1	1 acre	110	35	2½	75	25	20	70

Maximum Lot Coverage refers to the total square footage of the lot covered in impervious surface, as defined in [Chapter 2](#).

- (A) **Lot Area.** “Net Lot Area,” as defined in [Chapter 2](#), shall be used to determine compliance with lot area requirements. No new parcel shall be created unless the parcel has adequate usable lot area, such that the parcel can be built upon in compliance with Zoning Ordinance standards.
- (B) **Exception to Height Standards.** The height limitations of this Ordinance shall not apply to agricultural structures, chimneys, church spires, flag poles, public monuments, or wireless transmission or reception towers, provided, however, that the Planning Commission may specify a height limit for any such structure when such structure requires authorization as a special land use and such height limit is reasonably required for public safety or otherwise to comply with the standards set forth in this Ordinance.
- (C) **Setback on Side Yards Facing a Street.** The required minimum setback for setbacks on side yards that abut a public or private road shall be twenty-five (25) feet.
- (D) **Maximum Lot Coverage – Buildings and Structures.** All buildings and structures shall count towards the lot coverage maximum. In addition, detached accessory buildings shall comply with the requirements in [Section 10.01](#).
- (E) **Lot Depth and Proportions.** Lot depths of newly created lots shall be no greater than four times the lot width. The township may permit lot splits that vary from these proportions where such action would reduce existing nonconformance with these requirements.
- (F) **Lot Width along Major Roads.** Along the roads designated on the map on the following page, the lot width in the table in [Section 2.08](#) shall not apply. Instead, along “Double Width Roads,” the lot width must be at least double the width listed in the table in [Section 2.08](#), and along “150 Foot Lot Width Roads”, the lot width must be at least one-hundred-fifty (150) feet. See map in [Section 21.1.102](#). All land zoned Agricultural (AG) and Rural Preserve (RP) shall be exempt.
- (G) **R-3 District Standards.** In the R-3 district, no lot shall be created which is less than 7,500 square feet in net area. The number of dwelling units permitted on a lot shall be one per 3,250 square feet of gross lot area.
- (H) In multi-family housing complexes containing more than one building, all buildings must be set back at least twenty (20) feet from each other.
- (I) **Legal Lots of Record.** All lots existing at the time of adoption of this Ordinance shall be considered buildable lots.
- (J) **Green Roofs.** For the purposes of calculating lot coverage, only 50% of the footprint of a building with a green roof shall be considered impervious surface.
- (K) **Setback Reduction for Natural Preservation.** In the C-1, C-2, and I-1 districts, a twenty (20) foot deep area adjacent to the rear property line must be maintained in a naturally wooded state, with no trees or other vegetation removed unless they are determined to be dead.
- (L) **Reduced Front Yard Setback.** If a lot in the R-1, R-2, or R-3 is in a subdivision, site condominium project, or condominium development that received final approval pursuant to all applicable state statutes, after June 1, 1998 AND is served by public water and sewer, the minimum front setback shall be thirty-five (35) feet.
- (M) **Shape of New Lots.** Newly created lots shall be rectangular, with lot lines meeting at right angles, unless that shape is rendered impossible by natural features, legal restrictions, or other factors out of the control of the applicant for a lot split.

- (N) **Side Yard Setback for Narrow Lots.** Lots in the R-1 District that are lawfully non-conforming in lot width shall be allowed to have a reduced side yard setback in accordance with the following chart.

Side Yard Setback	
Lot Width	Minimum Side Setback (feet)
100	15
95 – 99	14
90 – 94	13.5
85 – 89	13
80 – 84	12
75 – 79	11
70 – 74	10.5
< 70	10

Section 2. General Regulations – Keeping of Animals. Section 14.02.D of the Grand Haven Charter Township Zoning Ordinance shall be restated in its entirety as follows.

- (D) **Waivers.** The Planning Commission may approve a property owner to keep animals that would not otherwise be permitted by this Section. In order to approve, the property owner shall submit a Special Land Use application and be subject to a public hearing. The Planning Commission must make affirmative findings for Section 12.04 – Special Land Use Criteria as well as the following:

- (1) The animal does not meet the definition of “Exotic or Wild Animal” in Section C.
- (2) The animal(s) are unlikely to cause negative impacts on neighboring properties, either because of the character of the animals, or the physical layout of the site in question.
- (3) The site has appropriate facilities for the keeping of the animal(s) and is an appropriate size.
- (4) At least one of the following criteria is met:
 - (a) The property owner can show a legitimate need for the animal(s) to be on the property, such as a medical or service need,
 - (b) The owner could not practically keep the animal(s) on another site; or
 - (c) Removing the animal(s) from the site would cause harm to the animal(s).

Section 3. Effective Date. This amendment to the Grand Haven Charter Township Zoning Ordinance was approved and adopted by the Township Board of Grand Haven Charter Township, Ottawa County, Michigan on _____, 2020, after a public hearing as required pursuant to Michigan Act 110 of 2006, as amended; after introduction and a first reading on September 14, 2020, and after posting and publication following such first reading as required by Michigan Act 359 of 1947, as amended. This Ordinance shall be effective on _____, 2020, which date is the eighth day after publication of a Notice of Adoption and Posting of the Zoning Text Amendment Ordinance in the *Grand Haven Tribune*, as required by Section 401 of Act 110, as amended. However, this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110, as amended.

Mark Reenders, Township Supervisor

Laurie Larsen, Township Clerk

CERTIFICATE

I, Laurie Larsen, the Clerk for the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing Grand Haven Charter Township Zoning Text Amendment Ordinance was adopted at a regular meeting of the Township Board held on _____, 2020. 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 _____, 2020.

Laurie Larsen, Clerk
Grand Haven Charter Township