

**GRAND HAVEN CHARTER TOWNSHIP BOARD  
MONDAY, JULY 22, 2013**

**REGULAR MEETING**

I. CALL TO ORDER

Supervisor French called the regular meeting of the Grand Haven Charter Township Board to order at 7:02 p.m.

II. PLEDGE TO THE FLAG

III. ROLL CALL

**Board members present:** French, Behm, Kieft, Larsen, Hutchins, and Meeusen.  
**Board members absent:** Buitenhuis.

Also present were Manager Cargo, Attorney Fischer, and Director of Assessing and Accounting Chalifoux.

**Motion** by Supervisor French, supported by Trustee Meeusen to appoint Treasurer Kieft as the Temporary Clerk. **Which motion carried.**

IV. APPROVAL OF MEETING AGENDA

**Motion** by Trustee Larsen and supported by Trustee Meeusen to approve the meeting agenda.

V. APPROVAL OF CONSENT AGENDA

1. Approve June 24, 2013 Board Minutes
2. Approve Payment of Invoices in the amount of \$389,034.49 (*A/P checks of \$208,871.39 and payroll of \$180,163.10*)
3. Approve RFP for the 152<sup>nd</sup> Avenue road end improvements.

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

VI. PRESENTATION

Sgt. Valerie Weiss and Deputy Tim Smith provided a brief update on the Community Oriented Police Services (COPS) program in the Township. It was noted that the “team” in GHT is very “tight” and works together exceptionally well.

Deputy Smith also provided an overview of the Ottawa County Incident Mapping System that is available to the public on the Ottawa County website.

VII. OLD BUSINESS

1. **Motion** by Trustee Larsen and supported by Supervisor French to enter closed session at 7:20 p.m. for the purpose of consulting with the Township Attorney concerning settlement strategy in the Risko case. **Which motion carried**, as indicated by the following roll call vote:

Ayes: Hutchins, Meeusen, Kieft, Larsen, Behm, and French.

Nays: None.

Absent: Buitenhuis.

**Motion** by Trustee Larsen and supported by Trustee Meeusen to reconvene from closed session at 7:45 p.m. **Which motion carried.**

2. Supervisor French noted that the next item of business was a resolution required by Huntington National Bank in order to transfer the Township's accounts from Chase.

Cargo specifically noted that the Township's Administrative Policies and Procedures Manual, Section 5.7d that requires dual signatures on checks (*i.e., one signature from the Treasurer's office and one from the Clerk's office*) is not impacted or superseded by the bank's policy only requiring a single signature on checks.

**Motion** by Supervisor French and supported by Trustee Larsen to adopt Resolution 13-07-01, which approves Huntington National Bank act as Grand Haven Charter Township's primary bank and approves the designated signers. **Which motion carried**, as indicated by the following roll call vote:

Ayes: Larsen, Behm, Meeusen, Kieft, French, and Hutchins

Nays:

Absent: Buitenhuis.

3. **Motion** by Treasurer Kieft and supported by Trustee Larsen to adopt Resolution 13-07-02, which approves and adopts a set of construction plan review fees as developed through a collaborative effort with the Northwest Ottawa Communities. **Which motion carried**, as indicated by the following roll call vote:

Ayes: Hutchins, French, Kieft, Meeusen, Behm, and Larsen

Nays:

Absent: Buitenhuis.

4. **Motion** by Supervisor French and supported by Trustee Behm to request that Prein and Newhof provide an engineering agreement to Grand Haven Charter Township to complete construction documents, easement acquisition, bid documents and construction management for the proposed extension of the 172<sup>nd</sup> Avenue pathway. **Which motion carried.**

## VIII. NEW BUSINESS

1. Supervisor French noted the next item of business was a private road exception request from Brock Hesselsweet. After reviewing the application, Supervisor French noted that further consideration would be postponed until the August 12<sup>th</sup> Board

meeting to allow the members to gather additional information, visit the site and to allow staff to review possible impacts of any decision.

2. The Board discussed the proposed Township Website Redesign RFP. Cargo noted that staff is requesting a special committee to review both the selection of the firm and the actual re-design process.

**Motion** by Trustee Larsen and supported by Trustee Behm to approve the “Request for Proposal for Township Website and Redesign” and that staff is instructed to solicit proposals from interested vendors. **Which motion carried.**

IX. REPORTS AND CORRESPONDENCE

1. Correspondence was reviewed
2. Committee Reports
  - a. Trustee Larsen noted that the next Personnel Committee meeting was scheduled for August 6<sup>th</sup> at 7:00 a.m. and any items for the agenda should be forwarded to her ASAP.
  - b. Trustee Larsen requested that monthly calendars be emailed. Cargo noted that he would have staff send the document in a .pdf format rather than the printed copy. With the new web site design, Cargo expects that the Board “group” calendar will be accessed and available on a constant basis through the GHT web site.
  - c. Supervisor French requested that Cargo forward information on the scheduled Regional Recreation and Public Events Discussion meeting scheduled for Friday, August 23<sup>rd</sup> at 11:30 a.m. at the Chamber offices.
3. Manager’s Report
  - a. May and June Legal Review
  - b. June Public Services Report
  - c. June Building Permits Report
  - d. June Ordinance Enforcement Report
4. Others – Schaefer (*i.e., 12543 Wilderness Trail*) spoke on the Road Commission report completed by the County and asked if GHT would take a position on the three options. Cargo was instructed to provide a brief at the next Board meeting.

X. ADJOURNMENT

**Motion** by Supervisor French and supported by Trustee Behm to adjourn the meeting at 8:44 p.m. **Which motion carried.**

Respectfully Submitted,

**William Kieft III**

Temporary Grand Haven Charter Township Clerk

**Karl French**

Grand Haven Charter Township Supervisor