

**GRAND HAVEN CHARTER TOWNSHIP BOARD  
MONDAY, JUNE 23, 2014**

**WORK SESSION** – 6:00 p.m.

1. Heather VanPuker from the Michigan Municipal League presented the May 2014 Classification and Compensation Study. The study will be on the next Personnel Committee meeting (June 30) and the board work session on July 14. The following policy decisions will be discussed: 1) where on scale/how does the board want to position wages to market (meet, exceed, below); 2) benefits 3) how to move employees through the steps; 4) how to maintain the system. MML will evaluate OPEB costs into the study and have this information available to the Board for the Personnel Committee meeting on June 30.
2. The Board discussed the Building department and possibly sampling quarterly permits taken out and sitting down with sample for feedback. Staff was instructed to meet with people taking out permits (and get the meeting information to board timely). Staff also requested to get feedback from managers who switched to contractors in the past 4 years.

**REGULAR MEETING**

I. CALL TO ORDER

The regular meeting of the Grand Haven Charter Township Board was called to order by Supervisor French at 7:03 p.m.

II. PLEDGE TO THE FLAG

III. ROLL CALL

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

Board members absent: None.

Also present was Superintendent Cargo, Fire/Rescue Chief Tom Gerencer, Administrative Services Director Proksa, and Public Services Director Mark VerBerkmoes.

IV. APPROVAL OF MEETING AGENDA

**Motion** by Supervisor French and seconded by Trustee Hutchins to approve the meeting agenda, with the addition of the Shiawassee Road End bid documents under Consent Agenda and Approve Resolution 14-06-02, Authorizing Consumers Energy to install the final two street lights in the Retreat SALD under Old Business, and removing Item 3 from the Consent Agenda, appointment of Caryn Lannon to the Loutit District Library Board, to Item 1 under New Business. **Which motion carried.**

V. APPROVAL OF CONSENT AGENDA

1. Approve June 9, 2014 Regular Board Minutes
2. Approve Payment of Invoices in the amount of \$228,517.69 (*A/P checks of \$136,686.78 and payroll of \$91,830.91*)

3. Approve the Shiawassee Road End bid documents

**Motion** by Trustee Larsen and seconded by Trustee Meeusen to approve the items listed on the Consent Agenda, as amended. **Which motion carried.**

VI. PRESENTATIONS – CITY OF GRAND HAVEN ON MUTUAL AID

Grand Haven City Mayor Jeri McCaleb and Public Safety Director Jeff Hawke thanked the Township for the Mutual Aid provided and presented Fire/Rescue Chief Gerencer with a plaque and resolution.

VII. OLD BUSINESS

1. **Motion** by Supervisor French and seconded by Trustee Meeusen to approve and adopt the Vanlonkhuyzen rezoning application from Agricultural to Rural Residential for parcel number 70-07-27-200-025. This is considered a second reading. **Which motion carried** as indicated by the following roll call vote:

**Ayes:** French, Larsen, Meeusen, Hutchins, Behm, Buitenhuis, Kieft.

**Nays:** None.

**Absent:** None.

2. **Motion** by Trustee Larsen and seconded by Treasurer Kieft to authorize Superintendent Cargo to complete the necessary agreements and contracts with (1) Western Tel-Com to connect to the GHAPS fiber network; (2) the GHAPS to connect to their fiber network and to “house” the connection at the school district’s Educational Service Center; (3) Ottawa County to purchase or exchange services for the use of an unused fiber connection; and, (4) to purchase, install and configure switching equipment at a total estimated project cost of approximately \$39,225, but not more than \$44,575. **Which motion carried.**

3. **Motion** by Treasurer Kieft and seconded by Trustee Larsen to remove from the table the full-time employment consideration of Scott Corbat. **Which motion carried,** with Buitenhuis and Hutchins opposed.

**Motion** by Treasurer Kieft and seconded by Trustee Behm to approve an offer of full-time employment to Scott Corbat pursuant to the provisions in the engagement letter, dated June 24<sup>th</sup>. **Which motion carried** as indicated by the following roll call vote:

**Ayes:** Larsen, Behm, French, Kieft.

**Nays:** Buitenhuis, Hutchins, Meeusen.

**Absent:** None.

4. **Motion** by Trustee Hutchins and seconded by Supervisor French to approve Resolution 14-06-02, which approves the installation of the final two street lights of the eleven approved for the 2007 The Retreat Special Assessment Lighting District. **Which motion carried** as indicated by the following roll call vote:

**Ayes:** Hutchins, Meeusen, French, Buitenhuis, Larsen, Kieft, Behm.

**Nays:** None.

**Absent:** None.

VIII. NEW BUSINESS

1. **Motion** by Clerk Buitenhuis and seconded by Supervisor French to allow Trustee Meeusen to abstain from the discussion and vote of appointing Caryn Lannon to the Loutit District Library as his firm is the auditor for the Library. **Which motion carried**, as indicated by the following roll call vote:

**Ayes:** Meeusen, Hutchins, French, Buitenhuis, Behm, Kieft, Larsen.

**Nays:** None.

**Absent:** None.

**Motion** by Supervisor French and seconded by Trustee Hutchins to appoint Caryn Lannon to the Loutit District Library Board to complete the remaining term of former member Garretson, which term shall end on June 30, 2015. **Which motion carried.**

Trustee Meeusen returned to the table at 7:38 p.m.

2. **Motion** by Supervisor French and seconded by Treasurer Kieft to postpone further action on the proposed Zoning Ordinance Amendment addressing Ham radio towers until the July 14<sup>th</sup> Board meeting. This is a first reading. **Which motion carried.**
3. **Motion** by Trustee Larsen and seconded by Trustee Behm to approve changing the Collections Clerk position from part-time to full-time with a title of Administrative Assistant – Accounting, and the position having compensation in Pay Grade 3, effective immediately, or based on the candidate’s qualifications. **Which motion carried.**
4. The Board discussed an agreement with Soils and Structures to complete a soil survey that will allow for the development of a map designating areas where a 24" deep foundation is suitable and where a 42" deep foundation is required. No action was taken.

IX. REPORTS AND CORRESPONDENCE

1. Correspondence was reviewed
2. Committee Reports
3. Superintendent’s Report
  - a. May Legal Review
  - b. May Public Services Report
  - c. Second Quarter Chamber Economic Development Report
4. Others
  - a. The township appreciation dinner was discussed – staff was instructed to get a price and bring the information back to the board.

X. EXTENDED PUBLIC COMMENTS/QUESTIONS

None.

XI. ADJOURNMENT

**Motion** by Trustee Larsen and seconded by Trustee Behm to adjourn the meeting at 8:10 p.m.

Respectfully Submitted,

Sue Buitenhuis  
Grand Haven Charter Township Clerk

Karl French  
Grand Haven Charter Township Supervisor