

**GRAND HAVEN CHARTER TOWNSHIP BOARD**  
**MONDAY, OCTOBER 26, 2015**

**WORK SESSION – 6:00 P.M.**

1. Review 2015 Project List with Manager and Department Directors
2. Six Questions – Fire/Rescue Department
3. Discussion – Process for 2016 Business Plan (*Identify Board Priorities*)

**REGULAR MEETING – 7:00 P.M.**

- I. CALL TO ORDER
- II. PLEDGE TO THE FLAG
- III. ROLL CALL
- IV. APPROVAL OF MEETING AGENDA
- V. CONSENT AGENDA
  1. Approve October 12, 2015 Regular Board Minutes
  2. Approve October 19, 2015 Special Joint Meeting Minutes with Planning Commission
  3. Approve Payment of Invoices in the amount of \$177,984.97 (*A/P checks of \$71,956.00 and payroll of \$106,028.97*)
- VI. OLD BUSINESS
  1. Approve Purchase Agreement with Catholic Diocese for Parcel No. Tax Id 70-07-11-100-002; pursuant to provisions of the MNRTF Land Acquisition Grant
  2. Approve 2015-18 Strategic Plan
- VII. NEW BUSINESS  
None.
- VIII. REPORTS AND CORRESPONDENCE
  1. Correspondence
  2. Committee Reports
  3. Manager's Report
    - a. September COPS Report
    - b. September DPW Report
  4. Others
- IX. EXTENDED PUBLIC COMMENTS/QUESTIONS ON NON-AGENDA ITEMS ONLY  
(*LIMITED TO THREE MINUTES, PLEASE.*)
- X. ADJOURNMENT

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

**GRAND HAVEN CHARTER TOWNSHIP BOARD  
MONDAY, OCTOBER 12, 2015**

**WORKSESSION – 6:00 p.m.**

1. Attorney Bultje reviewed a memorandum regarding the Witteveen Trust, which properties are covered by the restrictions, and which properties are included with the residual of the Trust that must be sold for the proceeds.

The Board requested that Attorney Bultje attend the next Community Engagement subcommittee meeting and explain the same perimeters of the Trust document to the members and attending public.

2. Public Services Director VerBerkmoes answer “Six Questions” regarding the department.

**REGULAR MEETING**

I. CALL TO ORDER

The regular meeting of the Grand Haven Charter Township Board was called to order at 7:10 p.m.

II. PLEDGE TO THE FLAG

III. ROLL CALL

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

**Board members absent:** French, Redick

Also present were Manager Cargo and Planner Fedewa.

**Without objection**, the Board appointed Treasurer Kieft as the President Pro Tem.

IV. APPROVAL OF MEETING AGENDA

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

V. APPROVAL OF CONSENT AGENDA

1. Approve September 28, 2015 Regular Board Minutes
2. Approve Payment of Invoices in the amount of \$485,451.950 (A/P checks of \$396,076.23 and payroll of \$89,375.72)

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

VI. OLD BUSINESS

1. **Motion** by President Pro Tem Kieft and seconded by Trustee Hutchins to approve and adopt the Zoning Map Amendment Ordinance concerning the rezoning of 16920 Ferris Street, Parcel No. 70-07-09-400-005, from Rural Residential (RR) to Service/Professional (SP). This is a second reading. **Which motion carried**, as indicated by the following roll call vote:

Ayes: Hutchins, Behm, Kieft, Larsen, Meeusen

Nays:

Absent: French, Redick

2. **Motion** by Clerk Larsen and seconded by Trustee Hutchins to approve Resolution 15-10-01 that amends Section 7.24 “Workplace Violence Policy and Procedures” to the Personnel Policies and Procedures Manual. **Which motion carried**, as indicated by the following roll call vote:

Ayes: Meeusen, Larsen, Kieft, Behm, Hutchins

Nays:

Absent: French, Redick

VII. NEW BUSINESS

None

IX. REPORTS AND CORESPONDENCE

- a. Correspondence was reviewed
- b. Committee Reports
- c. Manager’s Report
  - i. September Building Report
  - ii. September Ordinance Enforcement Review
  - iii. Joint Meeting of the Board and Planning Commission is scheduled for Monday, October 19<sup>th</sup> at 6:00 p.m.
- d. Others

X. PUBLIC COMMENTS

- a. Ken Lampe (*509 Franklin Avenue*) noted that he was the attorney who wrote the Trust and that the Quit Claim Deed from the bank stated that the deed restriction was on both parcels of property. Requested that both properties be developed into a nature preserve regardless of the legal arguments regarding the actual trust document.
- b. Dave Reenders (*16697 Johnson Street*) believes that common sense would dictate that both parcels be developed as a nature preserve. He also asked if the so-called “Parcel B” would have to be sold by the Township as part of the residual of the estate.
- c. Ray Nelson (*16586 Sleeper Street*) feels that the both parcels along Sleeper Street should be developed as a nature preserve. He also asked to be informed of the next Community Engagement Subcommittee meeting.
- d. Sue Robertson (*13252 Hidden Creek Drive*) noted that the Community Engagement subcommittee was not intended to address issues surrounding the Witteveen Estate; but, was charged with designing the Community Engagement

process. Believes that Witteveen wanted the entire property to be developed as a nature preserve and expressed concern that not following this “intent” might prevent others from contributing to the Township.

XI. ADJOURNMENT

**Motion** by Clerk Larsen and seconded by Trustee Behm to adjourn the meeting at 7:38 p.m. **Which motion carried.**

Respectfully Submitted,

**Laurie Larsen**  
Grand Haven Charter Township Clerk

**William Kieft, III**  
Grand Haven Charter Township President Pro Tem

**SPECIAL JOINT MEETING**  
**GRAND HAVEN CHARTER TOWNSHIP BOARD & PLANNING COMMISSION**  
**MONDAY, OCTOBER 19, 2015**

I. CALL TO ORDER

Supervisor French called the special joint meeting of the Grand Haven Charter Township Board and Planning Commission to order at 6:00 p.m.

II. ROLL CALL

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

**Board members absent:** Redick

**Commissioners present:** Kantrovich, Robertson, Reenders, Taylor, LaMourie, Cousins, and Wilson

**Commissioners absent:** Gignac

Also present were Manager Cargo and Planner Fedewa.

III. APPROVAL OF MEETING AGENDA

**Motion** by Commissioner Chair Kantrovich and seconded by Treasurer Kieft to approve the meeting agenda. **Which motion carried.**

IV. RESILIENT GRAND HAVEN MASTER PLAN DRAFT

1. The Township Board and Planning Commission discussed the most recent draft of the Resilient Master Plan and noted the following:

- ✓ The economic data from the 2010 Census will be “skewed” due to the impacts of the so-called “Great Recession”;
- ✓ Differences in land acreages between the previous and proposed Master Plan have been addressed; but, without a clear starting point and definition, it is expected that the plans will not completely match;
- ✓ A side table will provide a more detailed breakdown of road mileages and classifications;
- ✓ It was noted that “Health Impact Analysis” is not defined and may not be suitable for a small community;
- ✓ There was a consensus that the language regarding housing choices for households with an income of between \$10,000 and \$20,000 would be removed;
- ✓ There was consensus that additional information would be inserted regarding current traffic rules (e.g., limiting driveway access on local and major roadways);
- ✓ There was consensus that additional emphasis will be placed on pathways.
- ✓ There was consensus that staff would develop a separate “Executive Summary” of the plan (e.g., *three to five pages*) to allow for a quick overview of the Master Plan.

2. **Motion** by Commissioner Robertson, supported by Commissioner LaMourie to recommend the Township Board approve the current draft of the Resilient Master Plan for public distribution as required by the Michigan Planning Enabling Act of 2008. **Which motion carried.**
3. **Motion** by Clerk Larsen, supported by Treasurer Kieft to approve the current draft of the Resilient Master Plan for public distribution as required by the Michigan Planning Enabling Act of 2008. **Which motion carried.**

V. STRATEGIC PLAN STATUS

1. Staff noted the Strategic Plan has been slightly updated to ensure the language found in the Resilient Master Plan section was appropriate for the current state of the draft Plan. The 2015-18 Strategic Plan will be brought before the full Board for approval at the October 26<sup>th</sup> Board meeting.

VI. PUBLIC COMMENTS

1. Commissioner Robertson discussed the Community Engagement Subcommittee and noted that this subcommittee should not be used as a mechanism to explain or address the controversy surrounding the Witteveen Trust.

The Board agreed and instructed Manager Cargo to maintain the November 5th meeting at 7:00 p.m.; but, to use another Committee or work session to meet with the interested residents and have Attorney Bultje explain the trust documents.

VII. ADJOURNMENT

**Motion** by Commissioner Chair Kantrovich and seconded by Commissioner Robertson to adjourn the special joint meeting at 6:48 p.m. **Which motion carried.**

Respectfully Submitted,

**Laurie Larsen**  
Grand Haven Charter Township Clerk

**Karl French**  
Grand Haven Charter Township Supervisor

# 2015 PROJECT LIST

DATE: October 22, 2015

TO: Township Board and Department Directors

FROM: Cargo

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

ADMINISTRATION	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
<del>Retiree Health Care OPEB Project (2015 Business Plan Project)</del> (March 23 <sup>rd</sup> ) ➤—Complete OPEB Options Report through Watkins Ross ➤—Complete Employee Survey ➤—Board makes policy/funding decision	<del>Cargo</del>  Sandoval, Proksa, Cargo Proksa, Cargo Board
New Clerk ➤—Advertisement and Selection ➤—Selection of Deputy Clerk ➤—Memo of Understanding (delegation of duties) ➤—Manual and signature stamp ➤—Certification of QVF ( <i>state mandate</i> )	Board Larsen, DeVerney Larsen, Cargo Proksa Larsen, DeVerney
New Trustee ➤—Advertisement ➤—Selection ➤—Complete items on Checklist for new Trustee	Proksa Board Cargo, Proksa
Freedom of Information Act—Policies/Guidelines ( <i>July 1<sup>st</sup></i> ) ➤—Amend Administrative FOIA Policy with Fees ➤—Draft Written Summary ➤—Include on GHT web site	Cargo Cargo (MTA) Cargo (MTA) Cargo (WebTee)
April newsletter	Cargo
November newsletter	Cargo
Summer Tax Insert	Cargo
Winter Tax Insert	Cargo
Review and Update Administrative Policies and Procedures Manual. ➤—Review Internal Controls ( <i>June deadline</i> )	Cargo Sandoval, Cargo
MTA Educational Conference ( <i>January</i> )	Cargo, Larsen
MLGMA Educational Conference ( <i>July</i> )	Cargo
Freedom of Information Requests ( <i>19 thus far in 2015</i> )	Cargo

Waste Hauler Licenses (2015) ➤—Republic Services ➤—Waste Management ➤—Potluek Pick up	DeVerney, Cargo
Examine Specific Collaboration Opportunities ☑ Fiber Connection (with GHAPS/County/Locals, or 3 <sup>rd</sup> Party Vendors) (2015 Business Plan Project) ☑ LDFA for Region / Increase Availability of Industrial Land presentation by Miller (2015 Business Plan Project) (January 26 <sup>th</sup> ) ☑ CARA Review for Region (LIAA Hired by Region) (GANTT CHARTED PROJECT)	VerBerkmoes, Cargo  Miller, Cargo
Appointments to Committee/Board vacancies (8 thus far in 2015)	French, Proksa, DeVerney
Draft 2015-18 Strategic Plan (2015 Business Plan Project) ➤—Hold two joint meetings with Planning Commission (February and June) ➤—Hold joint meeting with DDA (August 31st) ➤—GIS map for cable and natural gas (February 23 <sup>rd</sup> ) ➤—GIS map and cost estimate for paving gravel roads north of M-45 (April 28 <sup>th</sup> ) ➤ GIS map of potential industrial land (February 23 <sup>rd</sup> )	Fedewa, Cargo Fedewa  Cargo Fedewa Fedewa/Cargo  Fedewa
ACD.net METRO Act Permit	Cargo
Draft 2016 Business Plan for Board Priorities (October/November)	Board, Cargo
Funding—July 4 <sup>th</sup> Fireworks (\$7,500)	Cargo
December 3 <sup>rd</sup> Appreciation Dinner	French, Proksa
Analysis of Feasibility of GHT Facebook Page	Proksa, Fedewa
Plans to increase security in lobby/receptionist's window	Proksa, Corbat, Somers, Deputy Biros
<b>ASSESSING</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
Annual mailing of Change of Assessment notices in February	Chalifoux
Board of Review—March, challenges to assessment roll	BOR, Chalifoux
Board of Review—July 21 <sup>st</sup> , technical and clerical adjustments to assessment roll	BOR, Chalifoux
EMPP Export to State of Michigan—May 1, 2015 State audit of all personal property data on assessment roll	Chalifoux
Board of Review – December, technical and clerical adjustments to assessment roll (scheduled for December 15 <sup>th</sup> )	BOR, Chalifoux
Board of Review—Annual, February BOR, appearances and written ➤—L 4022 Report ➤—Board of Review Change Log ➤—2015 Classification Change ➤—2015 Equivalent SEV Roll ➤—Industrial real and personal report to State ➤ L 4626 Assessing Officer's Report of Taxable Values	BOR, Chalifoux
Land Divisions; 5 approved and 0 denied	Chalifoux
Prepare Summer warrant for Tax Collection	Chalifoux
Prepare Winter warrant for Tax Collection	Chalifoux
Send out IFT surveys (December) Prepare the IFT report for State (October) Prepare the L 4626 for State filing (June) Prepare form 3369 Renaissance Zone Tax Reimbursement Data for State filing (June)	Chalifoux Chalifoux Chalifoux Chalifoux

Form 5176 Request for State Reimbursement of TIF Prepare L-4016 Special Assessment report (December)	Chalifoux
Re-Audit two (2) neighborhoods (* completed)	Chalifoux,
IFT Applications ( <i>list all</i> ): a. *	Chalifoux
Major MTT Actions a. Yogi Bear Camp Grounds b. Harbor Industries	Chalifoux, Fischer, Ottawa County
Assessing Staffing Level Survey ( <i>Similar Communities</i> )	Proksa, Chalifoux
Development of GHT Facebook Account	Proksa, Fedewa
<b>BIKE PATH</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
Examine renewal of Bike Path millage with expansion/increased maintenance of pathway system (2015 Business Plan Project) (August 10 <sup>th</sup> ) ➤ Pathway Maintenance Report ➤ Pathway survey ➤ Expansion/Maintenance plan and cost estimate ➤ Board decision on millage election date ➤ Ballot language for 2016 election	Cargo  VerBerkmoes, P & N Cargo, Consultant Fedewa, EpicMRA Board Cargo, Scholten & Fant, Board
2015 pathway maintenance (\$60,000±) Bignell Boardwalk, ➤ Engineering Agreement ➤ Design and bid documents ➤ Construction Management	Tlachae, VerBerkmoes  Cargo VerBerkmoes, P&N Tlachae, P&N
Millhouse Bayou Bridge – Install fishing/viewing platform ➤ OCRC Feasibility ➤ Board Determination ( <i>part of 2016 pathway expansion?</i> ) ➤ Cost Estimates and Preliminary Plans ➤ Determination of easements and ADA requirements	Cargo Cargo, OCRC Board Cargo, Prein and Newhof Cargo, Corbat
<b>BUILDING AND GROUNDS</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
Generator Maintenance (November)	Tlachae, VerBerkmoes
Bi Annual Fertilizer Quotes (including cemeteries)	Tlachae, Walsh
Equipment Purchases: ➤ Upgrade/Add security cameras in Admin ➤ LED fixture replaces of canned lighting in Admin	VerBerkmoes, Tlachae
Re pair/repaint parking lots (\$6,000 + vault repair) ( <i>plan?</i> )	Tlachae
New lease agreement for printer/copiers	Proksa
Upgrade HVAC Filters	VerBerkmoes, Tlachae
<b>CEMETERY</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
Purchase vaults, memorials and urns for contract holders (\$7,000)	Walsh
Replace flagpoles within the Cemeteries	Walsh, Tlachae
<b>COMMUNITY DEVELOPMENT</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
Participation on NFIP Community Rating System (CRS) Program ➤ Elevation Survey to correct stream bed data (Fall 2015)	Fedewa
Additional layers to GIS ( <i>as time and money permit</i> )	VerBerkmoes

<ul style="list-style-type: none"> <li>➤ Open spaces, parks and paths that abut Twp. boundaries</li> <li>➤ Flood Plain Map</li> </ul>	- O.C. GIS - O.C. GIS
Populate GIS attributes ( <i>develop information sheet to be used</i> ) ( <i>as time and money permit</i> ) <ul style="list-style-type: none"> <li>➤ Hydrants</li> <li>➤ Watermain flow segments – (<i>in conjunction with Water Reliability Study</i>)</li> </ul>	Prein and Newhof, Fire\Rescue,  - VerBerkmoes–Fire\Rescue - Prein and Newhof
Landscape Compliance Inspections	K. French, Fedewa
Complete Building Inspection Pick list for new residential construction	Proksa, Corbat
Purchase second tablet for building inspections	VerBerkmoes
January 2015 Builders Forum	DeVerney, Corbat
October 2015 Builders Forum	DeVerney, Corbat
Develop and Utilize 100% AG Exempt Affidavit	Fedewa, Bultje
<b>DOWNTOWN DEVELOPMENT AUTHORITY</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
Annual DDA Report ( <i>and publish in the Tribune</i> ) ( <i>Form 2604 – because the GHT DDA does not collect the Education Tax, State no longer requires this form</i> ) ( <i>July</i> )	Chalifoux, Cargo
Annual Act 381 Report (Brownfield project) ( <i>August</i> )	Chalifoux
172 <sup>nd</sup> Avenue Resurfacing (\$187,000±)	Cargo, OCRC
Review/Discussion of TIF Plan ( <i>part of Strategic Plan</i> )	Cargo, Fedewa
DDA Agreement re: BRA TIF collection	Cargo
Response to Errors in Ottawa County TIF Report	Cargo, Chalifoux
<b>ELECTIONS</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
May 5 <sup>th</sup> – State Special / School Board Election	Larsen, DeVerney
November, 2016 – GHT Pathway Election	Larsen, DeVerney
Inactive Voter File maintenance ( <i>ongoing &amp; up-to-date</i> )	DeVerney, Slater
MAMC Conference ( <i>March</i> )	DeVerney
Update QVF Street Indexes	DeVerney
<b>ENFORCEMENT/LEGAL ACTIONS – DIFFICULT ISSUES</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
Bottje – Dangerous Building ( <i>Speedway purchased portion of property</i> )	Heins
Thurkettle – Dangerous Building ( <i>fire damaged</i> )	Heins
Hunters Woods PUD Compliance ( <i>sidewalks and street trees</i> )	Fedewa, Fischer
Schmidt Excavating – Returned to Lincoln Street Site	Fedewa, Heins
Reenders Industrial Building ( <i>172<sup>nd</sup> &amp; Hayes</i> )	Fedewa, F/R, Building
Stickney Ridge ( <i>Highland Park Association</i> ) Dangerous Building	Fedewa, Heins
<b>FINANCE/ACCOUNTING</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
RFP for contracting out payroll ( <b>2015 Business Plan Project</b> ) ( <i>June 23<sup>rd</sup></i> )	Sandoval
2014 Financial Audit	Sandoval, Chalifoux, Cargo
Audit Report submitted to the State of Michigan	Vredeveld
F-65 Report ( <i>prior to July</i> )	Sandoval
Quarterly – prepare and send 941's and UIA 1028 forms to State	Riggs, Sandoval
End of Year (2014) prepare W-2s, 1099s, and SUW-165s	Riggs, Sandoval

Unclaimed Property Report to State (June)	Sandoval
Update Township's Dashboard (June)	Sandoval
Qualifying Statement to State (June)	Sandoval
Continuing Disclosure to EMMA (July)	Sandoval
MD&A Audit Letter	Sandoval, Cargo, Vredeveld
2015 Bond Payments (about \$1.18 million) <ul style="list-style-type: none"> <li>➤ 2016 Sewer Expansion Bond July &amp; December (98k)</li> <li>➤ 2017 Debt Service (Water) July &amp; December (160k)</li> <li>➤ 2019 Transmission Main Bond July &amp; December (280k)</li> <li>➤ 2021 Water Intake Expansion May &amp; November (105k)</li> <li>➤ 2021 Refunded Building Bond May &amp; October (208k)</li> <li>➤ 2028 Sewer Lift Station Bond July &amp; December (85k)</li> <li>➤ 2034 NOWS Plant Expansion May &amp; November (252k)</li> </ul>	Sandoval
Metro Authority Report (April)	Chalifoux
Budget Amendments – OPEB Buyout	Cargo, Sandoval
Budget Amendments – 2 <sup>nd</sup> Quarter	Cargo, Sandoval
Budget Amendments – 3 <sup>rd</sup> Quarter	Cargo, Sandoval
Budget Amendments – Final in December	Cargo, Sandoval
Three year review of revenues/expenditures with Board (2015 Business Plan Project) (July 28 <sup>th</sup> )	Sandoval, Cargo
2016 Budget <ul style="list-style-type: none"> <li>➤ 08-15 – Review Plans with Board Re: Budget Impact (2015 Business Plan Project) (July 28<sup>th</sup>)</li> <li>➤ 09-14 – Budget policies submitted to the Board</li> <li>➤ 09-15 – Initial department director meeting</li> <li>➤ 10-09 – Department directors submit initial figures</li> <li>➤ 10-20 – Department directors complete final draft</li> <li>➤ 11-09 – SAD Hearing</li> <li>➤ 10-27 – Board holds budget work session</li> <li>➤ 12-10 – Final Approval of 2013 Budget</li> </ul>	Cargo, Department Directors Cargo Cargo, Board Cargo, Department Directors Cargo, Department Directors Cargo, Department Directors Cargo, Chalifoux, Board Board, Cargo Board, Cargo
Centron Tax Mailing – Summer of 2015 (include newsletter insert)	Chalifoux, Kieft, Cargo
Centron Tax Mailing – Winter of 2015 (include newsletter insert)	Chalifoux, Kieft, Cargo
Complete 170-B Industrial Facilities Report to State (July 31 <sup>st</sup> )	Chalifoux
Complete CVTRS Annual Report to the State (December)	Sandoval
Complete SET Tax Report (December)	Chalifoux
Truth in Taxation Hearing	Chalifoux
Monthly – Review FDIC website for bank violations that are on GHT's list of designated depositories (Report to Kieft and Cargo) <a href="http://www.fdic.gov/bank/individual/enforcement/index.html">http://www.fdic.gov/bank/individual/enforcement/index.html</a>	Chalifoux
Quarterly – Review Bank Ratings from an Independent Third Source for banks on GHT's list of designated depositories (Report to Kieft and Cargo) <a href="http://www.bankrate.com">http://www.bankrate.com</a>	Chalifoux
<b>FIRE/RESCUE</b>	
<b>PROJECT OR TASK</b>	
<b>RESPONSIBLE EMPLOYEE(S)</b>	
Appoint Captain July 2015 (project dropped)	Gerencer, Proksa, Board
Fire Prevention Open House – October 2015	Gerencer, Peterson
2015 commercial inspection program (144 completed of 156)	Kruger, Marshall, DeDoes
2015 Private road inspection (126 inspected of 126)	Peterson
EMT Class (16 students)	Schrader, Schweitzer, Marshall
Team 911 Academy June 15 <sup>th</sup> – 19 <sup>th</sup>	Peterson, Gerencer
Update Emergency Risk Assessment Matrix for Township	Gerencer
Request ISO Insurance Rating Renewal	Marshall DeDoes



Replacement of damaged trail signs — Hofma Park/Preserve	Tlachae
Renovate/Repair Hofma Preserve restroom facility	Tlachae
Purchase/Install “bubbler” system at Pottawattomie floating docks (\$3,000)	Tlachac
<b>PERSONNEL / HUMAN RESOURCES</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
Employee recognition luncheon (December 1st) ➤ Select caterer ➤ Anniversary gifts and certificates ➤ Program development	Proksa, Larsen
Annual Job Descriptions — review and amend ➤ <del>Fire/Rescue</del> ➤ <del>Public Works</del> ➤ <del>Administration</del> ➤ <del>Assessing/Accounting</del> ➤ <del>Community Development</del>	Proksa, Department Directors
Annual Personnel Evaluations (October)	Cargo, Department Directors
Miscellaneous Training: ➤ <del>Confined Space Refresher (DPW)</del> ➤ <del>Bloodborne Pathogens Refresher (DPW)</del> ➤ Harassment Training (Fall) ➤ Monthly EAC Webinars (ongoing) ➤ Annual Four Hour EAC training ➤ <del>Hands Only CPR (DPW)</del> ➤ Record Retention ➤ <del>Threat Assessment and Communication</del> ➤ Hazard Communication Program ➤ Orientation Program ➤ <del>Workplace Violence Training (Employee Mtg)</del> ➤ Work Comp Training	Proksa  Proksa, Gerencer
Annual Compensation Summaries	Proksa
Annual Driver’s License Record Program Review	Proksa
Review Retiree Medicare Options (July)	Proksa
OSHA 300 Posting (February)	Proksa
Board Performance Evaluation of Supervisor	Larsen, Board
Personnel Policies and Procedures Manual Revisions ➤ <del>Section 12.2 Sick Pay</del> ➤ <del>Workplace Violence</del> ➤ Review NLRB Memo and Apply to Personnel Manual ➤ <del>1.10 GINA Policy (Genetic Information)</del> ➤ <del>7.25 Social Media Policy</del> ➤ <del>1.3 Equal Employment Opportunity</del> ➤ <del>2.1 Selection and Recruitment</del> ➤ <del>2.3 Recruitment</del> ➤ <del>2.10 Driving Record</del> ➤ <del>2.11a Personnel Record</del> ➤ <del>7.17 Harassment</del> ➤ <del>8.1 Discipline</del> ➤ <del>12.8 Leaves of Absence</del> ➤ <del>13.1 Hazard Communication (Admin Manual)</del>	Proksa, Cargo
Employee File Review (by end of year)	Proksa
Annual Benefits Renewal Negotiations (September)	Proksa

Annual Workers Compensation Review and Renewal (June)	Proksa
Annual Property & Liability Renewal (October)	Proksa
Hire Summer Help – Beach Attendant; 4 Parks Staff; 1 Hydrant Maintenance/Painting/Signs	Proksa, VerBerkmoes
Annual Background Checks (3rd Quarter)	Proksa
Complete Annual I-9 ( <i>Employment Eligibility Form</i> ) Review	Proksa
Hire Ordinance Enforcement Officer	Proksa, Fedewa
Setup Retiree Health Savings Program	Proksa
Township Clerk Vacancy	Proksa, Board
Provident Renewal	Proksa, Gerencer
FMLA Forms and Procedure Update	Proksa
Injury Procedure Update and Training	Proksa
Quotes for Workers Compensation	Proksa
Add Leave of Absence Request procedure for part-time staff	Proksa
Safety Review and Costs for increased lobby security	Proksa
<b>SANITARY SEWER</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
Adopt sanitary sewer construction standards	VerBerkmoes, P&N
Wet Well Cleaning ( <i>October or November</i> )	Tlachac, Pollution Control Systems
Equipment purchases: ➤ – Davit arm (\$5,000)	Tlachae
Report to review alternatives to upgrade of Hidden Creek lift station	P&N, VerBerkmoes
Rehabilitation of Hidden Creek Lift Station (\$87,500) ➤ – Engineering Agreement ➤ – Design and Bid Documents ➤ – Construction Management	VerBerkmoes Cargo VerBerkmoes, P&N Tlachae, P&N
Utility Rate Study by Utility Financial Solutions	Cargo, Sandoval, Walsh
<b>STORM SEWER</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
Funding of Township/Public and/or At-Large Portions of various Drain Work projects (\$5,000±)	Drain Commissioner, Cargo
Extension of Hiawatha Drain (BOD approved; currently in design) (\$1.5+ million)	Drain Commission, Cargo
Gilleans' Creek Drain – BOD approval	Drain Commission, Cargo
VanDoorne Drain – BOD approval	Drain Commission, Cargo
Orphan Drain Identification and BOD process to bring into County system ( <i>five year project</i> )	Cargo, P&N, Drain Commission
<b>STREETS AND ROADS \ TRANSPORTATION</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
Township Funded Road Maintenance – Resurfacing ( <i>(\$200k from GF and \$221k from Municipal Street Fund)</i> ✓ – Dust Control Contract (\$32,000) ✓ – Street Maintenance (\$364,400) ✓ – Crack Sealing (\$20,000) ✓ – DDA 172 <sup>nd</sup> Avenue (\$187,000)	Cargo
Re-PASER rate GHT roadways	VerBerkmoes/OCRC
Extrapolate road maintenance costs for upcoming years from the OCRC by using past PASER ratings and RoadSoft software	OCRC/VerBerkmoes
Street Paving SAD – Groesbeck 310 Feet West of Western	Cargo, Chalifoux

<b>VEHICLES</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
Replace 1999 Ford F 150 Truck through State Purchasing (\$35,000) Cemetery (ordered — not received — equipment being installed)	VerBerkmoes, Tlachac
Replace 2006 Ford F250 Truck through State Purchasing (\$35,000) Water/Sewer (ordered in September)	VerBerkmoes, Tlachac
<b>WASTE MANAGEMENT</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
Christmas tree collection program	Tlachac
Spring yard waste collection (\$2,200)	Tlachac
Fall yard waste collection program (\$6,000)	Tlachac
<b>WATER</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
Review Radio Read System to migrate to fixed base system or Consumers' Energy collaborative (2015 Business Plan Project) (June 9 <sup>th</sup> )	VerBerkmoes
Utility Rate Study by Utility Financial Solutions, LLC ➤— Approval of Cost of Service (COS) rate study agreement ➤— Complete COS rate study ➤— Amend utility rate ordinances to implement COS rate study recommendations	Cargo Cargo, Board Cargo, Walsh, Sandoval  Cargo, Board
Purchase hand held GPS location device (July deadline)	VerBerkmoes
2015 hydrant maintenance/painting/signs program (125 completed of 650)	Tlachac
Draft and adopt policy regarding multiple uses on single service	VerBerkmoes, Bultje
Bi-annual quote/purchase of brass fittings/meters (\$37k)	Walsh, VerBerkmoes
Annual quote/purchase of cooper (\$37k)	Walsh, VerBerkmoes
Annual hydrant purchases (\$6k)	Walsh, VerBerkmoes
Draft and adopt policy regarding extensions of water lines and sewer lines	VerBerkmoes, Bultje
Draft and adopt policy regarding abandonment of water service lines (Project dropped)	VerBerkmoes, Bultje
Annual calibration of cathodic protection for water and sewer equipment (includes replacement of harnesses for west tank)	VerBerkmoes, Tlachac
Annual calibration of telemetry equipment (master meters)	Verberkmoes, OCRC
Complete and post 2014 CCR (NOWS and GR)	Cargo/Walsh
2015 GHT Water Reliability Study (As required by state law)	VerBerkmoes/P&N
Convert Sample Site Plan to new MDNRE form	VerBerkmoes/Walsh
Convert Emergency Operations Plan to new MDNRE form	Verberkmoes/Walsh
Design/Bid/Construct project to create water loops from system dead ends (\$60k) (Millhouse Court) ➤— Acquire Easements ➤— Design and Bid ➤— Construction Management	P&N, VerBerkmoes  Cargo, P&N, Scholten & Fant VerBerkmoes, P&N VerBerkmoes
Costs/Plans to extend municipal water into Central Highland Parks Association (Possible SAD project) Meeting with Association	VerBerkmoes, Cargo
New EPA testing for unregulated contaminants (\$12,000) — January, April, July, October	VerBerkmoes, Tlachac

CIP Plan – New State Requirement (January 1, 2016)	VerBerkmoes, P & N
Replace two-inch pressure reducing valve @ M-45/US-31 meter vault (\$4,000)	VerBerkmoes, Tlachac
<b>ZONING / DEVELOPMENT PROJECTS</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
Master Plan Review ➤ <del>LIAA Letter of Agreement</del> ➤ 15 month Resilient Coastal Community project	Fedewa, Planning Commission Cargo Fedewa, LIAA & PC
Right-to-Farm Act (RTFA) zoning amendments ( <i>postponed pending development of State Urban Farm Act regulations</i> )	Fedewa
Decks – Allow in Waterfront Front Yards	Fedewa
ZBA Applications ( <i>8 thus far in 2015</i> )	Fedewa
<del>Phase II for Bringhamwood Subdivision</del>	<del>Fedewa</del>
<del>Phase I Plat Approval – Lincoln Pines</del>	<del>Fedewa</del>
<del>JOST International Site Plan (project dropped)</del>	<del>Fedewa</del>
<del>Copper Stone PUD / Site Condo Development</del>	<del>Fedewa</del>
<del>Medical Marihuana Provisioning Center (<i>moratorium and zoning review</i>) (<i>Project dropped; legislation failed</i>)</del>	<del>Fedewa</del>
Speedway – Commercial PUD ( <i>US-31 &amp; Hayes</i> ) ( <i>Pending MDOT permit</i> )	Fedewa
Mercury Store & Lock – PUD expansion adjacent to Riverhaven	Fedewa
<del>Outdoor Adventures Campgrounds Renovations (<i>former Yogi Bear</i>)</del>	<del>Fedewa</del>
<del>Shape Corporation – Parking Lot Expansion (<i>projected dropped</i>)</del>	<del>Fedewa</del>
<del>McCarthy Site Condominium project (<i>project dropped</i>)</del>	<del>Fedewa</del>
Copper Stone PUD Amendment	Fedewa
Flagstar Bank – PUD	Fedewa
Walmart Improvements	Fedewa
Transfer Tool Parking Lot Expansion	Fedewa
Meijer PUD Amendments (curbside service)	Fedewa
OCRC Property Sale – PUD development	Fedewa
Anlaan Amended Landscaping	Fedewa
Botello Food Truck – Site Plan	Fedewa
McVoy Special Land Use (AG residential)	Fedewa
Shape – Rezoning (to H)	Fedewa
Karner – Conditional RR Rezoning	Fedewa
Review alternatives to Anlaan site plan (adjacent to Cemetery)	Fedewa
Wagonmaker Rezoning – 152 <sup>nd</sup> /Lincoln	Fedewa
Amendment re: Anlaan Cemetery fence	Fedewa
Community Engagement Process Subcommittee	Fedewa
Health Pointe PUD amendment (Spectrum/Holland Hospital)	Fedewa
Stone Water Residential PUD (Lincoln Street)	Fedewa
Grand Haven Financial Center SP Rezoning	Fedewa
Community Engagement Committee (Parks and Pathways)	Fedewa

# SUPERINTENDENT'S MEMO

DATE: October 21, 2015  
TO: Township Board  
FROM: Cargo  
SUBJECT: Approval of Purchase Agreement

The Township received authorization from the Michigan Department of Natural Resources to proceed with the purchase of the 40-acre parcel on Ferris Street abutting Hofma Park and Preserve.

The MNRTF Land Acquisition grant was for 75% of the purchase price and related transactional costs (*not to exceed \$276,500*) with the Township responsible for the remaining 25% (*or \$92,200*). The total project cost contained within the grant document was estimated at \$368,700.

Because the purchase price is below the estimate used within the grant document, this land acquisition project will be more than **\$50,000+** under the project budget \$368,700.

It is also noted that 90% of the MNRTF land acquisition grant monies will be reimbursed to the Township after closing and the filing of a "Reimbursement Document" with the State. The final 10% will be reimbursed to the Township after completion of an audit by the State of Michigan.

To proceed forward with the purchase of the property, staff would request that the Board approve a purchase agreement that is substantially similar to the attached and authorize Cargo to close on the sale, which should occur before the end of the year. To proceed forward, the following motion can be offered:

**Move to approve a purchase agreement for Parcel No. 70-07-11-100-002 located at 15795 Ferris Street, with the Roman Catholic Bishop of the Diocese of Grand Rapids for a purchase price of \$300,000 plus related transactional costs. Further, Superintendent Cargo is authorized as the Township's representative to execute the documents necessary to complete this land purchase during the closing process.**

Please contact me if you have any questions or comments.

## PURCHASE AGREEMENT

**THIS AGREEMENT**, made effective November 1, 2015, is by and between **WALTER A. HURLEY, ROMAN CATHOLIC BISHOP OF THE DIOCESE OF GRAND RAPIDS, MICHIGAN, AND HIS SUCCESSORS IN OFFICE, IN TRUST FOR ST. ANTHONY PARISH OF GRAND HAVEN MICHIGAN, AND ST. PATRICK PARISH OF GRAND HAVEN, MICHIGAN, in equal shares**, whose address is 660 Burton Street, S.E., Grand Rapids, Michigan, 49507-3290, hereinafter called the “**Seller**,” and **GRAND HAVEN CHARTER TOWNSHIP, a Michigan charter township**, of 13300 168<sup>th</sup> Avenue, Grand Haven, Michigan, 49417, hereinafter called the “**Purchaser**.”

WHEREAS, the Seller is the owner of the following described real property located in the **Township of Grand Haven, County of Ottawa and State of Michigan**:

The West half of the East half of the Northwest quarter of Section 11, Town 7 North, Range 16 West, Grand Haven Township, Ottawa County, Michigan.

Commonly known as 15795 Ferris Street, Grand Haven, Michigan 49417  
Tax Id 70-07-11-100-002

hereinafter referred to as the “**Premises**”

WHEREAS, the Seller desires to sell the Premises to the Purchaser, and the Purchaser desires to purchase the Premises from Seller, pursuant to the following terms and conditions.

In consideration of the mutual covenants contained in this agreement, the parties therefore agree as follows:

1. **Price and Term**. Seller agrees to sell and Purchaser agrees to purchase the Premises for a total sale and purchase price of Three Hundred Thousand and no/100 (\$300,000.00) Dollars (the “**Purchase Price**”). The Purchase Price shall be paid in cash, certified funds, wire transfer or equivalent funds at closing. The closing contemplated by this agreement shall occur on or before January 31, 2016.

2. **Michigan Natural Resources Trust Fund requirements**. The Seller acknowledges that Purchaser is purchasing the Premises with the financial assistance of the Michigan Natural Resources Trust Fund (“**MNRTF**”). Seller agrees to cooperate and complete all documentation necessary to comply with MNRTF requirements for the sale and purchase of the Premises. These include without limitation, signing additional, duplicative, closing documentation on MNRTF-mandated forms.

3. **Transactional Costs**. Purchaser shall be responsible for payment of all transfer taxes, appraisal(s), survey(s), title insurance premiums, closing fees charged by the title insurance agent and recording costs for the deed. Seller shall be responsible for payment of recording costs for

any discharge or release necessary to provide Purchaser with marketable title to the Premises. The parties shall each bear the costs of their own legal counsel. Seller shall be solely responsible for payment of any and all commissions due to any realtor or broker for the sale of the Premises. Taxes shall be prorated between the parties in compliance with MNRTF requirements, as follows:

<b>MNRTF TAX PRORATION EXAMPLE</b>		
<b>Summer Tax Period</b>	July 1- June 30	
<b>Winter Tax Period</b>	December 1- November 30	
<b>Parcel(s)</b>	<b>Summer</b>	<b>Winter</b>
Tax ID	28,291.84	4,630.12
Tax ID	22,658.68	3,309.60
Tax ID	1,785.83	256.04
Total	<u>52,736.35</u>	<u>8,195.76</u>
<b>Closing Date: November 12</b>		
# days Grantee owned	231	19
# days Seller owned	<u>134</u>	<u>346</u>
	365	365
Tax Payment	52,736.35	8,195.76
Buyer/Grantee Proration	$(231/365) \times 52,736.35$	$(19/365) \times 8,195.76$
Seller Proration	$(134/365) \times 52,736.35$	$(346/365) \times 8,195.76$
Buyer/Grantee Proration	33,375.61	426.63
Seller Proration	<u>19,360.74</u>	<u>7,769.13</u>
	52,736.35	8,195.76

4. **Title.** The Purchaser acknowledges that it will obtain, at its expense, a title insurance commitment from a title insurance company licensed to do business in the State of Michigan. Such title insurance commitment shall disclose marketable title to the Premises in the name of Seller as of the effective date of this Agreement. If the commitment does not disclose marketable title to the Premises in the name of Seller as of the effective date of this Agreement, Purchaser, in its sole discretion, may cancel this agreement and Seller shall refund to Purchaser all amounts tendered by Purchaser to Seller as of that date and this Agreement shall have no further force and effect. Notwithstanding the foregoing, Purchaser may waive all title defects. Seller shall convey marketable title to Purchaser (unless Purchaser has waived title defects) by warranty deed, together with all land division rights and mineral rights, subject only to easements, building and zoning restrictions of record.

5. **Closing.** Provided all contingencies have been satisfied, the parties shall conduct a closing at a mutually agreeable time on or before January 31, 2016, at a title company of Purchaser's choosing. Seller shall execute and deliver to Purchaser a warranty deed to the Premises, subject only

to easements, zoning and building restrictions of record. The parties agree to execute and acknowledge such other documents as are normal and usual for this transaction as of closing and required by the title insurance company handling the closing and any governmental agency providing grant(s) for the transaction.

6. **Inspections.** The parties agree that Purchaser has completed all necessary inspections and the Property is being sold “as is”, “where is”, subject to the representations and warranties of Seller, below. The parties further agree that the Premises, being vacant land, is not subject to seller’s disclosure statement or lead-based paint disclosure requirements.

7. **Possession.** Possession shall be given to Purchaser at closing. Purchaser and its agents shall have reasonable access to the Premises prior to closing, without any liability to Seller, for purposes of any MNRTF compliance requirements.

8. **Representations and Warranties of Seller.** Upon information and belief, after making inquiry, to the best of his knowledge, Seller makes the following representations and warranties, each of which he believes to be true both as of the date of this agreement and as of the date of Closing, and each of which shall survive the Closing:

(a) There has never been generated, stored or disposed of or released any hazardous substances or waste products or materials on or from the Premises and have no knowledge of the generation, storage or disposal or release of such substances on the Premises by any third party. For the purpose of this Agreement, “hazardous substances” is as defined in the Comprehensive Environmental Response Compensation and Liability Act of 1984, as amended, 42 U.S.C. Section 9601 et seq., as amended, and “hazardous waste” is as defined in the Michigan Hazardous Waste Management Act of 1979, as amended, being Act 64 of the Public Acts of 1979, and regulations adopted pursuant to said Acts, and the Michigan Natural Resources and Environmental Protection Act (“NREPA”), being Public Act 451 of 1994, as amended, and Public Act 71 of 1995;

(b) There has been no present or past use of the Premises which is or was at the time of such use in violation of the Resource Conservation and Recovery Act, 42 U.S.C. 6911, et seq. (“RCRA”) or the Michigan Hazardous Waste Management Act, M.C.L. 299.501 et seq. (“MHWMA”), or the applicable provisions of NREPA, as amended by Public Act 71 of 1995;

(c) There are no underground storage tanks in the Premises as defined in RCRA in the Michigan Underground Storage Tank Registration Act, M.C.L. 299.701 et seq., or in the rules promulgated under the Michigan Fire Prevention Code, M.C.L. 29.1 et seq.;

(d) Seller has no knowledge of and has not granted or made (i) any agreements to sell the Premises to any other party, other than this agreement, (ii) any unrecorded easements, leases, claims, restrictions, covenants, agreements or encumbrances affecting all or any portion of the Premises, or (iii) any other Agreements which would otherwise affect the Premises, including tree harvest or mineral or oil extraction agreements;

(e) Seller has the sole power to execute, deliver and carry out the terms and provisions of this agreement and have taken all necessary action to authorize the execution, delivery and performance of this Agreement, and this Agreement constitutes the legal, valid and binding obligation of Seller, enforceable in accordance with its terms;

(f) To Seller's knowledge, there are no actions, suits, proceedings, notices or condemnation proceedings which have been threatened or instituted against or which affect the Premises, at law or in equity, or before any federal, state or municipal governmental commissions, boards, bureaus, agencies or instrumentalities which may affect the value, occupancy or use of the Premises. Seller will give Purchaser prompt written notice of any such actions, suits or proceedings of which they obtain knowledge subsequent to the date of this Agreement and prior to the Closing, to the extent Seller acquires such knowledge.

9. **Binding Effect.** This Agreement shall be binding upon the Seller, Purchaser and their respective successors and assigns. Faxed and electronic signatures shall be of full force and effect as original signatures.

Signed effective the date first given above.

**SELLER**

**PURCHASER**

**GRAND HAVEN CHARTER TOWNSHIP  
a Michigan charter township**

\_\_\_\_\_  
**WALTER A. HURLEY, ROMAN CATHOLIC  
BISHOP OF THE DIOCESE OF GRAND RAPIDS,  
MICHIGAN, AND HIS SUCCESSORS IN OFFICE,  
IN TRUST FOR ST. ANTHONY PARISH OF  
GRAND HAVEN MICHIGAN, AND ST. PATRICK  
PARISH OF GRAND HAVEN, MICHIGAN, in equal  
shares**

By: \_\_\_\_\_  
**WILLIAM CARGO, SUPERINTENDENT**

# SUPERINTENDENT'S MEMO

DATE: October 16, 2015

TO: Township Board

FROM: Bill Cargo / Stacey Fedewa

SUBJECT: Strategic Plan 2015 - 2018

As you may recall, the Board's 2015 Board Business Plan outlined the priorities for FY2015 and instructed staff to complete a number of objectives in the following five areas:

1. **Maintain Healthy Financial Balance**

- ~~Complete review of OPEB buyout of retiree health care for "covered" non-union employees and the replacement of the existing defined benefit program with a defined contribution program. (Projected completion – March 23<sup>rd</sup>)~~
- ~~Amend the Budget schedule to include a Board work session to review existing Township plans (e.g., pathway maintenance, parks and recreation, IT service, etc.) prior to the development of budget goals and objectives. (Projected completion – August July 28<sup>th</sup>)~~
- ~~Schedule a Board work session to review three year projections of revenues, expenditures and fund balances. (Projected completion – July 28<sup>th</sup>)~~

2. **Deliver Superior Essential Services that Can Best be Provided by the Township**

- ~~Complete the construction of fiber system that will allow connection to the GHAPS and/or Ottawa County IT system. (This is a "carry-forward" of a 2014 Business Plan project.) (Projected completion – 45 days after MDOT and CSX permits are received)~~
- ~~Review modifying the existing vehicle mounted radio read meter system to either a fixed base radio read meter system (e.g., four fixed bases) or some form of collaboration with Consumers Energy. (Projected completion – June 9<sup>th</sup>)~~

3. **Maintain and Improve Infrastructure**

- ~~Complete review of Epic MRA pathway survey and complete pathway expansion plan (i.e., route and cost estimates) for consideration of voter approved millage and construction. This is a "carry forward" of a 2014 Business Plan project. (Projected completion – August 10<sup>th</sup>)~~

4. **Establish Strong Partnerships (Collaboration)**

- ~~Prepare RFP and bid documents for contracting out payroll services. Results would be reviewed by Township Board. (Projected completion – June 23<sup>rd</sup>)~~

- Draft updated 2015 – 2018 Strategic Plan. (*Projected completion – October 15<sup>th</sup>*)
  - ✓ ~~Schedule two (2) special joint session of the Board/Planning Commission to discuss strategic issues (e.g., level of growth, livestock facilities, etc.). (*Projected completion – February for the first meeting and June for the second meeting*)~~
  - ✓ ~~Schedule special joint session of the Board/DDA to discuss DDA Tax Increment Finance construction plans and future of the DDA. (*Projected completion – August 31<sup>st</sup>*)~~
  - ✓ ~~Prepare a GIS map of natural gas and cable/fiber service areas within the Township to identify under serviced areas. (*Projected completion – February 23<sup>rd</sup>*)~~
  - ✓ Prepare a GIS map and cost estimates of all gravel roadways north of M-45/Lake Michigan Avenue corridor for consideration of voter approved millage and paving of the identified gravel roadway segments. (*Projected completion – April 28<sup>th</sup>*)

## 5. Economic Development

- ~~Schedule the Chamber of Commerce review LDFA/Act 425 proposal for the development of additional industrial land with the Northwest Ottawa region. (*Projected completion – January 26<sup>th</sup>*)~~
- ~~Prepare a GIS map of potential industrial park land within Grand Haven Charter Township that could be developed either through a Chamber program or through some other public/private partnership. (*Projected completion – February 23<sup>rd</sup>*)~~

**One of the two remaining objectives is to adopt the proposed 2015-18 Strategic Plan.**

(Please see the attached Strategic Plan.)

As you may recall, the following steps were completed with regard to adopting the proposed 2015-18 Strategic Plan:

- ✓ **February** – A joint meeting of the Planning Commission and Board reviewed the draft of the Strategic Plan. There were no significant changes proposed to the Plan. Rather, staff were directed to update the plan.
- ✓ **May** – Board reviews a PowerPoint presentation on “Who We Are & What We Do” and tentatively approved the Strategic Plan pending a final review by the Planning Commission.
- ✓ **June** – A joint meeting of the Planning Commission and Board reviewed the draft of the Strategic Plan. No changes were recommended.
- ✓ **July** – Board reviews a three-year budget, which indicates that there are not any significant fiscal issues that must be addressed.
- ✓ **July** – Board reviews a report on the various Township plans (*i.e., Capital Improvement Plan; Parks and Recreation Plan, Information Technologies Plan, etc.*), which indicates there are not any significant planning concerns that must be addressed.
- ✓ **August** – Board holds joint meeting with Downtown Development Authority Board to review Tax Increment Finance Plan, which indicates there are no significant fiscal or DDA development issues that must be addressed.
- ✓ **October** – The Planning Commission and Board agree to release the proposed Master Plan for public comment and do not note any significant issues that would create “conflict” with the proposed Strategic Plan.

At this stage, it is appropriate to approve and adopt the proposed 2015-18 Strategic Plan. If the Board agrees, the following motion can be offered:

**Move to approve and adopt the proposed 2015 – 2018 Strategic Plan.**

Please contact either Cargo or Fedewa if you have any questions or comments.

# GRAND HAVEN CHARTER TOWNSHIP STRATEGIC PLAN

2015 – 2018



## GRAND HAVEN TOWNSHIP BOARD

Karl French, Supervisor  
William Kieft III, Treasurer  
Laurie Larsen, Clerk  
Howard Behm, Trustee  
Mike Hutchins, Trustee  
Cal Meeusen, Trustee  
Ron Redick, Trustee



GRAND HAVEN CHARTER TOWNSHIP

*Above all else, our purpose is to provide superior customer service to our community.*

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# STRATEGIC PLANNING



Simply put, strategic planning is an organization’s process for defining its direction and identifying objectives to guide decisions regarding the allocation of capital and people. The focus of a strategic plan is typically on the whole organization and they are established for a specific timeframe, typically three to five years. Since strategic planning cannot foretell exactly how the marketplace will evolve and what issues will surface over time, it is essential to re-visit them on an annual basis.

## Why is the Township doing a Strategic Plan?

Grand Haven Charter Township is a desirable place to live with its beautiful natural features, lakeshore location, and reasonable commute to regional employment centers. Over the last 60 years the Township’s population has grown from 1,997 to about 16,000+ and that rapid growth has led to an increased demand for public services.

The long lasting impacts of the so-called “Great Recession” have largely passed and the Township has entered a new period of growth. Although this growth is not as robust as the pre-2006 levels, the growth is expected to continue through 2017. Consequently, the Township is facing questions regarding the level of service and capital projects designed to improve quality of life as opposed to being mainly focused on cost control measures.

### **How will the Township use the Strategic Plan?**

The plan will be used as a tool to:

- Assist with communicating the Township’s goals
- Assure that elected officials are all “on the same page”
- Set priorities and make decisions
- Monitor and measure implementation progress
- Identify needed changes

# OUR PLANNING PROCESS



## “Resilient Grand Haven” Planning Process

A joint planning project with the City of Grand Haven directed by the Land Information Access Association (LIAA), a non-profit community planning firm based out of Traverse City.

This collaborative planning process included the following steps:



*“Resilience is the capacity to absorb severe shock and return to a desired state following a disaster.”*

—Godschalk, 2009

1. Monthly **Joint Planning Commission meetings** with the planning staff and commissioners from both jurisdictions.
2. The **Community Summit** invited residents, community leaders, and an array of presenters to learn about the project.
3. Three **Community Action Team (CAT)** meetings were held after the Summit. Each included six “break-out” sessions to focus on specific topics.
4. The **University of Michigan** presented their fiscal impact model based on a matrix of scenarios for various weather conditions.
5. Three **Special Joint Sessions** with the Township Board and Planning Commission were held to correlate the needs of an updated Strategic Plan with the “Resilient Grand Haven” Master Planning process.
6. Draft **Goals & Objectives** were submitted to the Township Board, Planning Commission, and Department Directors for review and comment.
7. At the **Joint Community Open House** each municipality presented their Resilient Grand Haven Master Plan drafts for public comment.
8. The updated **Master Plan** (*adoption pending*) and **Strategic Plan** include valuable information obtained during the community engagement sessions and the “Resilient Grand Haven” planning process.

# OUR MISSION



## The Mission of Grand Haven Charter Township is to:

- Provide and continually improve those essential services that can best be provided by the Township and are necessary for the health, safety and welfare of all who live, work or visit the community;
- Protect and invest the financial resources entrusted to us;
- Provide a superior customer experience; and,
- Protect, promote and invest in our abundant natural resources.



The 2015 Mission statement shows only a minor evolution from the 1997 Strategic Plan Mission statement:

*“The mission of the Grand Haven Charter Township Board is to provide those professional quality services that can best be furnished by the Township and are necessary for the health, safety and welfare of the residents.*

*The Township shall continually improve these services to accommodate the needs and expectations of the residents, who are the customers and stakeholders of the Township.”*

The 2015 Mission Statement recognize the fiscal constraints that exist even during periods of growth and places an emphasis on meeting the service needs of the citizens.

# OUR GOALS



***Maintain a Healthy Financial Balance that Reflects Current Revenues and Future Projections (see page 7)***

***Deliver Superior Essential Services that Can Best Be Provided by the Township (see page 9)***



***Maintain and Improve the Infrastructure that is Necessary to Enhance the Community's Health, Safety, and Quality of Life (see page 10)***

***Establish Strong Partnerships within Our Community, with Our Neighbors, and with Other Governmental Agencies to Promote Shared Essential Services and Resources (see page 12)***



***Support and Retain Economic Development that Enhances the Quality of Life in Balance with the Protection of Our Community Character (see page 13)***



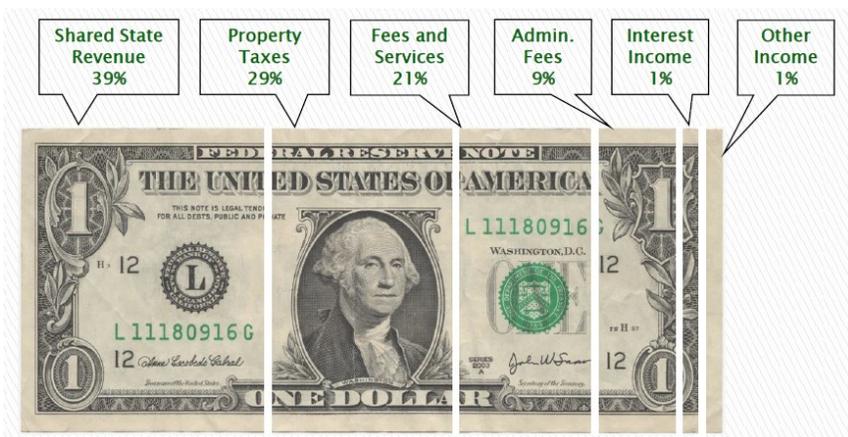
## GOAL: Maintain a Healthy Financial Balance that Reflects Current Revenues and Future Projections

Grand Haven Charter Township maintains eleven (11) funds with majority of operations found in eight (8), including the General Fund, Fire/Rescue Fund, Police Services Fund, DDA Fund, Municipal Street Fund, IT Fund, Water Fund and Sewer Fund. In general, monies from one fund cannot be transferred to the other funds.

The \$3.0± million annual expenditures from the General Fund are the source of most of the services associated with local government, such as assessing, building and zoning services, parks, elections, drain maintenance, pathways, etc. Grand Haven Charter Township relies on various sources of revenues to supply its General Fund, including property taxes, fees and state revenue sharing. Most of the revenue sources have stabilized since the so-called “Great Recession” with some revenue streams showing recent increases.

Although the Township collects over \$22 million in property taxes each year, the vast majority of these taxes are not kept by the Township. Rather, they are distributed to the State of Michigan, the local school districts, Ottawa County and other taxing jurisdictions. For every tax dollar that the Township collects, about 84.3 cents is distributed to others.

### General Fund Revenue Sources

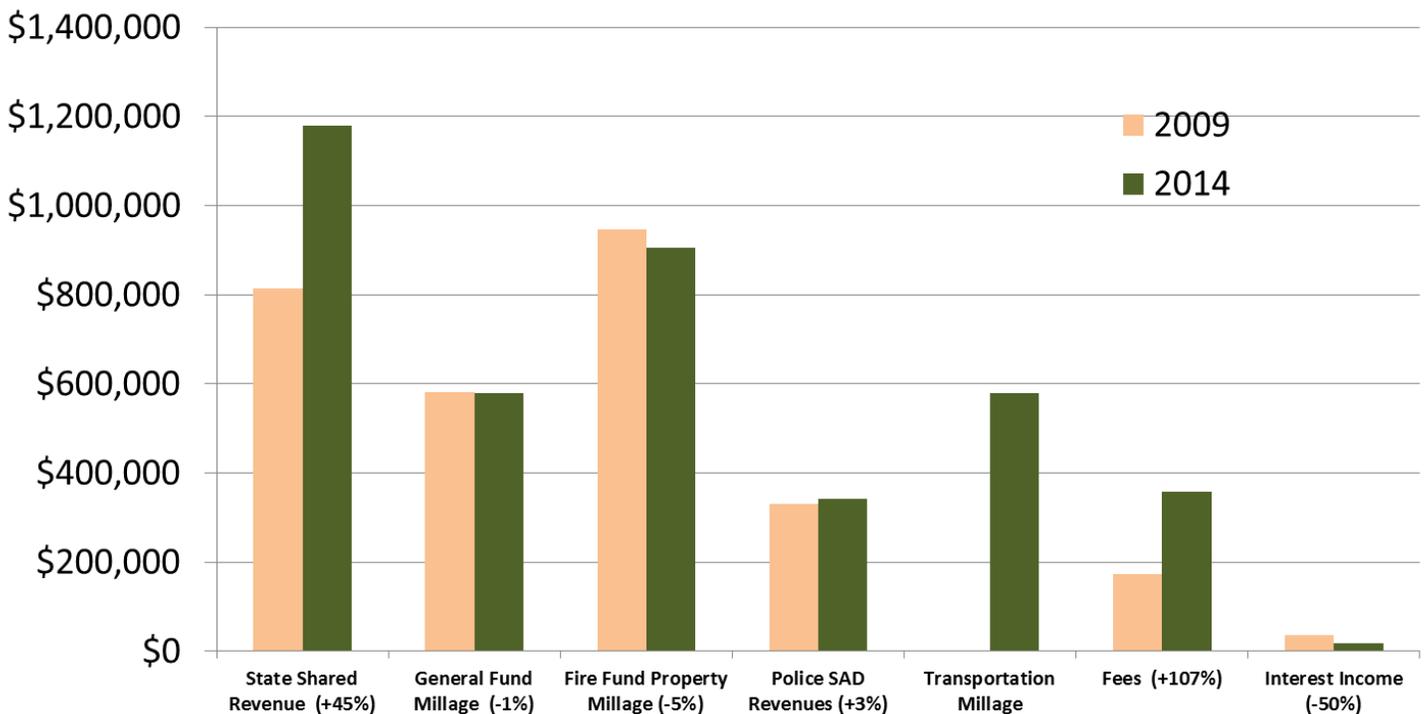


## Objectives:

- Adopt policies that support – “living within our means”.
- Have sufficient financial reserves to respond to emergencies and economic downturns.
- Prioritize taxing and spending to focus on “quality of life” issues.

## Low Millage Rate

Grand Haven Township’s millage rate is the 5th lowest of all 24 municipalities in Ottawa County and is about 4.12 mills below↓ the average.



Selected Revenue Streams—change from 2009 (*not adjusted for inflation*)

# ESSENTIAL SERVICES

## Objectives:

- Define and prioritize those essential services that can be best furnished by the Township.
- Continually improve the services provided by the Township, especially those services that relate to public safety (*i.e., fire/rescue services and police protection*).
- During the annual budget approval process, review department organization, responsibilities, functions, and staffing (*including succession planning*).
- Develop a versatile professional workforce that is cross trained to ensure superior customer service.
- Show appreciation for superior staff, committee and board service.
- Review and implement recommendations for sustainable and creative solutions.

## GOAL: Deliver Superior Essential Services that Can Best Be Provided by the Township

Grand Haven Charter Township provides a broad array of public services and amenities to its citizens. The Township recognizes that unlike the private sector, citizens cannot “choose” to do business or receive their services from another local government or agency. With this in mind, the Township staff adopted the creed that *“Above all else, our purpose is to provide superior customer service to our community.”*

As the Township’s population has increased, so has the demand for services and the need to both maintain and expand the existing infrastructure (*e.g., pathways, streets, drain districts, bus service, etc.*).

The Township’s goal is to carefully evaluate and prioritize the services and amenities it offers to ensure they can be provided at the highest possible level and in a fiscally responsible manner.

Under state law, the only services that the Township Board must provide are:

### Property assessments, tax collection, and elections.

However, the Board has chosen to provide or support a variety of services, many of which are considered foundational for local governments, including:

1. Fire/Rescue services
2. Contracted police services
3. Municipal water
4. Municipal sewer
5. Planning and Zoning
6. Building Code Enforcement
7. Parks
8. Pathways
9. Cemeteries
10. Economic development
11. Ambulance service
12. Road maintenance
13. Storm water maintenance
14. Property Code enforcement
15. Drain maintenance
16. Trash collection
17. Library services
18. Liquor control enforcement
19. Yard waste collection
20. Website and IT services
21. Recreational programs
22. Bus Service

# INFRASTRUCTURE

## **GOAL: Maintain and Improve the Infrastructure that is Necessary to Enhance the Community's Health, Safety, and Quality of Life**

Grand Haven Charter Township prides itself on the quality infrastructure it provides to its citizens. This is considered to be a basic and fundamental function for the Township.

Even during the so-called "Great Recession", the Township was able to sustain road maintenance in cooperation with the Ottawa County Road Commission (OCRC) at levels "fair" or higher. And, in cooperation with the Ottawa County Water Resources Commission (OCWRC), the Township was able to maintain the storm systems throughout the community.

### **Objectives:**

- Establish and implement asset management principles for roads in the Township to address issues of safety, mobility and community character.
- Maintain funding source for basic infrastructure maintenance (e.g. roads, pathways and storm drains).
- Provide high quality water and sewer services.
- Collaborate and partner with other communities and agencies to provide and maintain essential infrastructure and services.
- Use technology to enhance services and to increase efficiencies in every aspect of operations.
- Integrate other Township plans with the Strategic Plan and use these as key tools in making decisions regarding operations, capital investments, and natural resource protection.
- Maintain and refine planning and zoning requirements so they are responsive to community character and priorities.



# Infrastructure Facts Sheet

INFRASTRUCTURE	WHAT DO WE HAVE?	FUNDING SOURCE	FACTS
 <p><b>ROADS</b></p>	<ul style="list-style-type: none"> <li>• 106.28 Miles of Public Roads                             <ul style="list-style-type: none"> <li>• 23.25 Primary</li> <li>• 24.20 Local</li> <li>• 18.81 Gravel</li> <li>• 40.48 Subdivision</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Tax monies through the OCRC</li> <li>• Municipal Street Fund</li> <li>• General Fund</li> </ul> <p>Transportation Revenues are increasing.</p>	<p>At the end of 2014, all of the <b>paved roads</b> were rated “5” or better on the Pavement Surface Evaluation and Rating System (PASER) where “10” is excellent.</p>
 <p><b>DRAINS</b></p>	<ul style="list-style-type: none"> <li>• 15 County Drainage Districts</li> </ul>	<ul style="list-style-type: none"> <li>• Special Assessments</li> <li>• General Fund</li> </ul>	<p>All costs are paid through assessments, except for minor maintenance.</p>
 <p><b>WATER SYSTEM</b></p>	<ul style="list-style-type: none"> <li>• 88.42 Miles of Main</li> <li>• (2) 500,000 Gallon Elevated Storage Tanks</li> <li>• 5 Meter Stations</li> <li>• 5,039 Taps</li> </ul>	<ul style="list-style-type: none"> <li>• Water Use Fees</li> <li>• Connection Fees</li> </ul>	<p>A cost of service rate study will be completed in 2015.</p>
 <p><b>SEWER SYSTEM</b></p>	<ul style="list-style-type: none"> <li>• 18.79 Miles of Main</li> <li>• 9 Pump Stations</li> <li>• 722 Connections</li> </ul>	<ul style="list-style-type: none"> <li>• Sewer Use Fees</li> <li>• Connection Fees</li> </ul>	<p>A cost of service rate study will be completed in 2015.</p>
 <p><b>BIKE PATH</b></p>	<ul style="list-style-type: none"> <li>• 26.7 Miles</li> </ul>	<ul style="list-style-type: none"> <li>• Funded with 2 debt mileages approved by voters</li> <li>• Maintenance funded by General Fund</li> </ul>	<p>The last debt millage expired in 2008; plans for a ten mile expansion will be presented to the voters in 2016.</p>
 <p><b>PARKS</b></p>	<ul style="list-style-type: none"> <li>• 437 Acres of Public Land with 6 Parks</li> <li>• Ottawa County has 587 acres of additional Park land in the Township</li> </ul>	<ul style="list-style-type: none"> <li>• General Fund</li> <li>• Grants</li> </ul>	<p>During 2015, the Township expects an additional 115 acres from the Witteveen Estate and to purchase 40 acres with a MNRTF grant.</p>
 <p><b>CEMETERIES</b></p>	<ul style="list-style-type: none"> <li>• Lakeshore Cemetery</li> <li>• Historic Cemetery</li> </ul>	<ul style="list-style-type: none"> <li>• General Fund</li> <li>• User Fees</li> </ul>	<p>All tasks within a 2002 Cemetery Plan are complete. User Fees are insufficient to fund maintenance.</p>

# STRONG PARTNERSHIPS

## GOAL: Establish Strong Partnerships within Our Township, with Our Neighbors, and with Other Governmental Agencies to Promote Shared Essential Services and Resources

To further reduce costs and to provide benefits to the region as a whole, Grand Haven Charter Township is working cooperatively through partnerships with adjacent communities and organizations. In addition to the cost savings that result from improved efficiency, regional cooperation has also led to improved relations with adjacent municipalities and local agencies. The Township currently cooperates on a regional basis in the following ways:

- Grand Haven/Spring Lake Sewer Authority
- Harbor Dredging
- Harbor Transit
- Loutit District Library Authority
- Fire Department Mutual Defined Response Areas
- NOCH Ambulance Authority
- North Ottawa Community Hospital
- North Ottawa Recreation Authority
- North Ottawa Water System (NOWS)
- Regional Economic Development contract
- Resilient Grand Haven Plan
- Robbins Road Sub-area Plan
- July 4th Fireworks
- Emergency Management and Planning



North Ottawa Community Health System



**Loutit District Library**  
Expanding Horizons, Enriching Minds



### Objectives:

- Share progress on the Strategic Plan with the community through articles in the Township newsletter.
- Regularly communicate with the community about the issues facing the Township.
- Identify meaningful ways for citizens to engage in the process to govern.
- Collaborate with other governmental agencies to provide essential services and to enhance natural resources.



## GOAL: Support and Retain Economic Development that Enhances the Quality of Life in Balance with Protecting Our Community Character

- Ottawa County is ranked second in Michigan and 98 in the United States in the total value of agricultural production.
- Tourism attracts nearly \$50 million each year to the greater Grand Haven area.
- Manufacturing provides for about 29% of the jobs in this region. This is more than 30,000 jobs.
- In comparison, only 12% of jobs in Michigan and only 14% of the jobs in the nation are provided by manufacturing.
- Of the three types of wealth creating businesses in this region, manufacturing is the most important.

Community wealth is created by businesses that sell products or provide services to others that are outside of the region. These businesses attract dollars to this region. The Township is fortunate to benefit from three different types of wealth creating businesses – tourism, agriculture and manufacturing. Also, North Ottawa Community Hospital is important to the area's economy through the 1,000± jobs provided.

Grand Haven Charter Township is a unique community that benefits from its proximity to Lake Michigan, the Grand River, and bayous. The economic vitality of the region is sustained by the agricultural, manufacturing, and tourism industries and the community supports its existing businesses and employers. It also encourages economic growth and development. While the makeup of the Township is varied, its rural character is nonetheless a prime asset. This unique dimension adds importance to establishing and maintaining development standards that appropriately respond to community character, surrounding land uses, and environmental features.



# DEVELOPMENT

*“In order for the Township to be successful, the Township must support and partner with local businesses”*

## Objectives:

- Support business retention and expansion.
- Seek economic development opportunities that provide employment and sustain community character and quality of life.
- Work with businesses and economic development organizations to identify and support the assets necessary for economic growth in alignment with the Township’s Master Plan.
- Collaborate with local agencies and neighboring municipalities to attract and support:
  - Higher education
  - Healthcare services
  - Senior housing and services
- Protect the Township’s environmental features that help define its rural character, including water resources, wetlands, and woodlands.
- Continue a policy of balanced development that is based on community character, surrounding land uses, and environmental features; establish design standards.







# County of Ottawa

## *Sheriff's Office*

*Headquarters/Administration*  
12220 Fillmore Street  
West Olive, Michigan 49460  
(616) 738-4000 or (888) 731-1001  
Fax: (616) 738-4062

**Gary A. Rosema**  
*Sheriff*

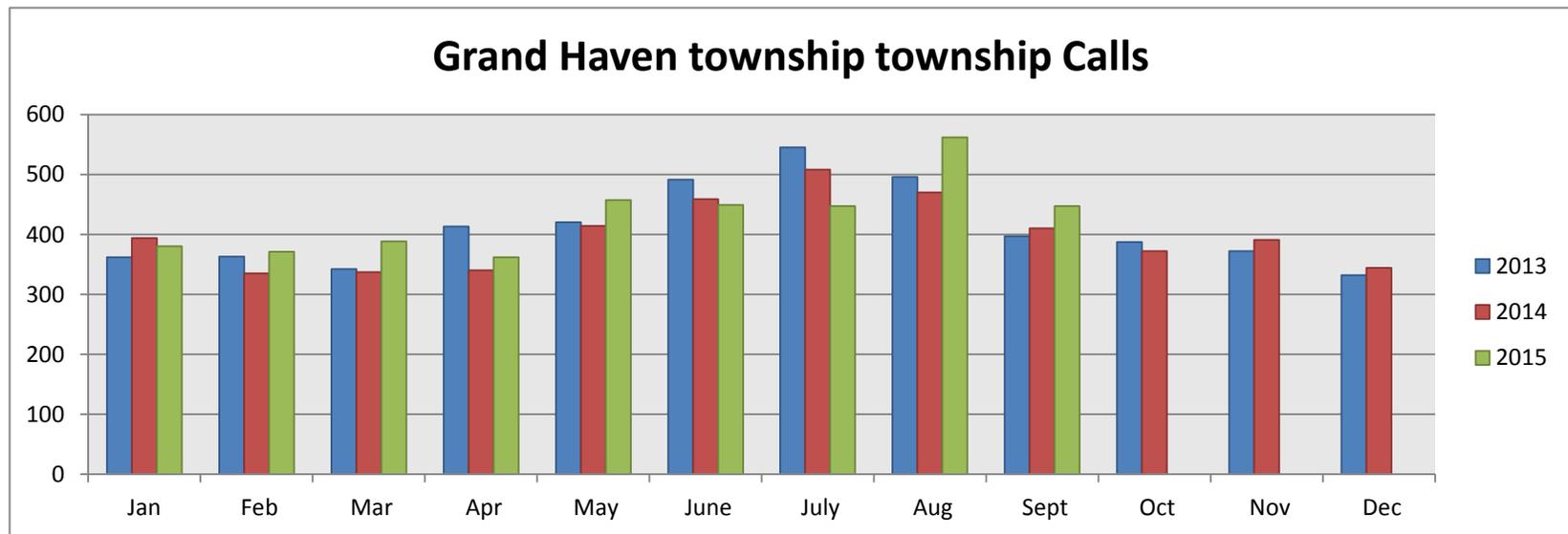
**Steven A. Kempker**  
*Under Sheriff*



*Correctional Facility*  
12130 Fillmore Street  
West Olive, Michigan 49460  
(616) 786-4140 or (888) 731-1001  
Fax: (616) 738-4099

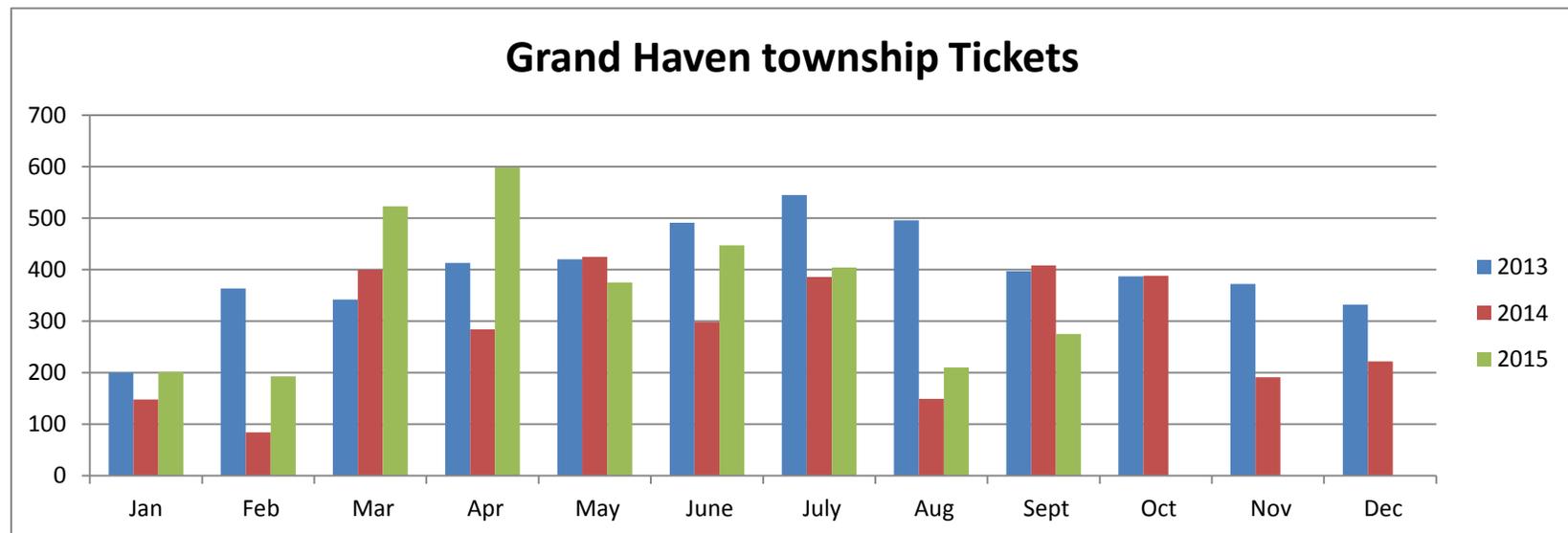
**Total Number of Calls:**

	January	February	March	April	May	June	July	August	September	October	November	December	
2013	362	363	342	413	420	491	545	496	397	387	372	332	
2014	394	335	337	340	414	459	508	470	410	372	391	344	
2015	380	371	388	362	457	449	447	562	447				



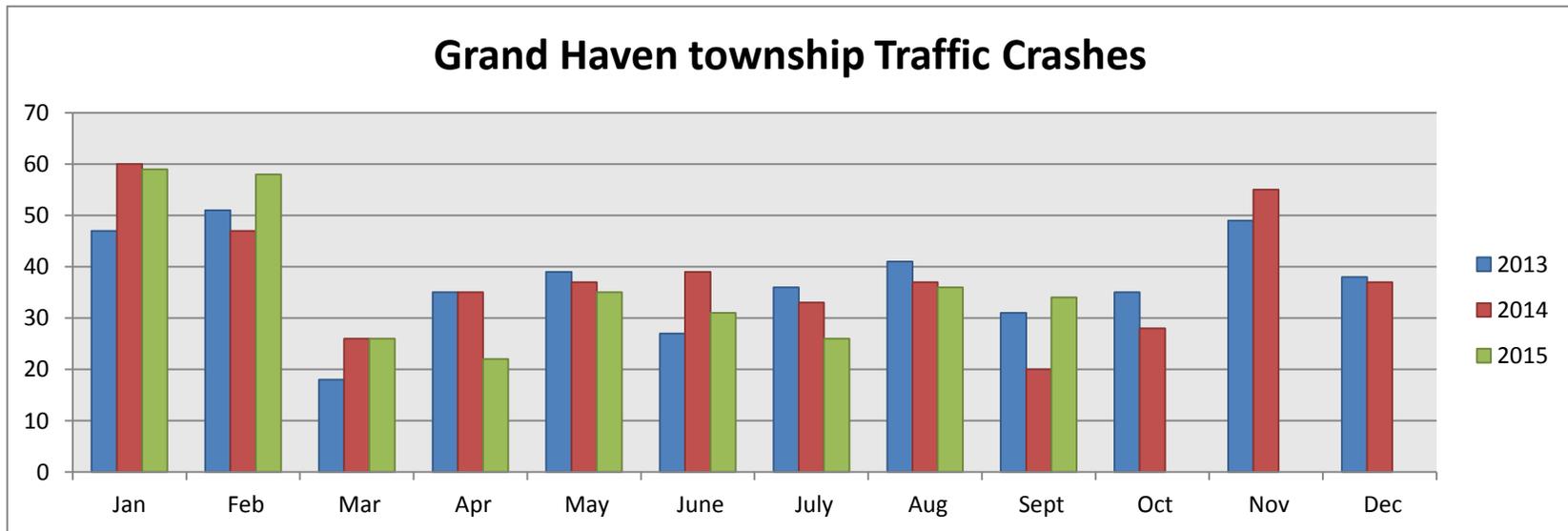
## Total Tickets by Month

	January	February	March	April	May	June	July	August	September	October	November	December	
2013	200	363	342	413	420	491	545	496	397	387	372	332	
2014	148	84	400	284	425	298	386	149	408	388	191	222	
2015	201	193	523	598	375	447	404	210	275				



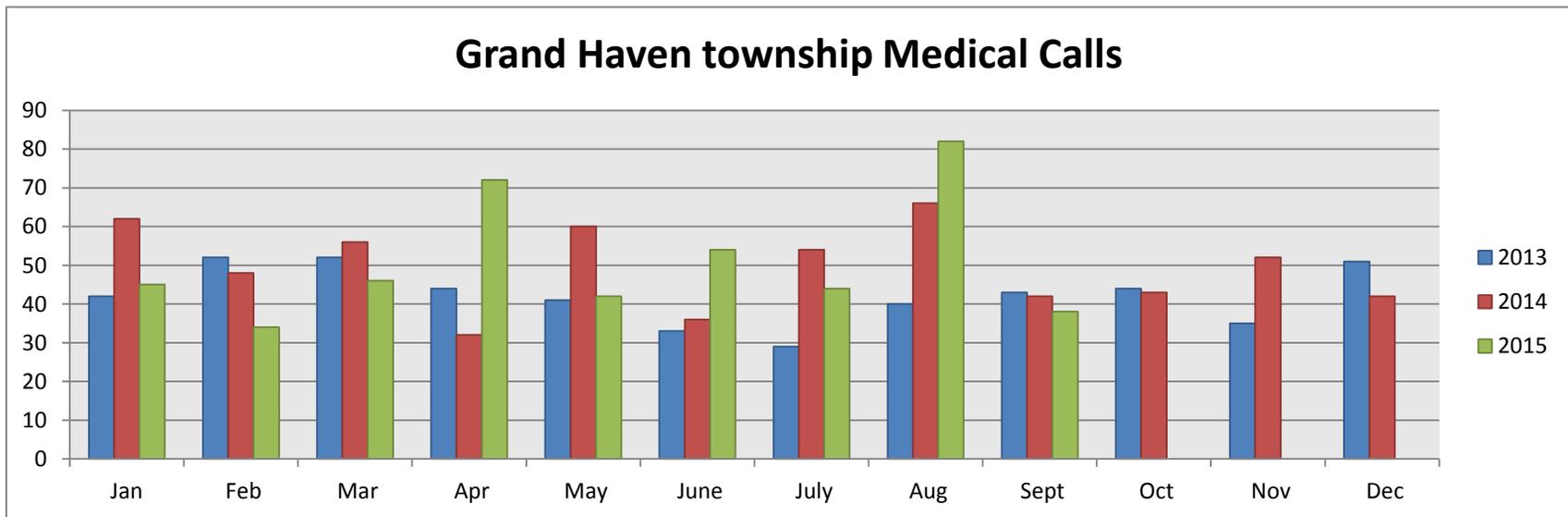
## Traffic Crashes

	January	February	March	April	May	June	July	August	September	October	November	December	
2013	47	51	18	35	39	27	36	41	31	35	49	38	
2014	60	47	26	35	37	39	33	37	20	28	55	37	
2015	59	58	26	22	35	31	26	36	34				



## Medical Calls

	January	February	March	April	May	June	July	August	September	October	November	December	
2013	42	52	52	44	41	33	29	40	43	44	35	51	
2014	62	48	56	32	60	36	54	66	42	43	52	42	
2015	45	34	46	72	42	54	44	82	38				



## Calls of Interest

	January	February	March	April	May	June	July	August	September	October	November	December
<b>B &amp; E's</b>	0	2	2	3	2	3	5	3	10			
<b>Larcenies</b>	6	2	6	7	7	4	12	26	17			
<b>Shoplifting</b>	6	2	3	2	7	4	6	8	3			
<b>FTP fuel</b>	0	1	7	1	5	2	5	6	9			
<b>Assist Other</b>	2	5	10	6	15	5	5	5	7			
<b>Assaults</b>	1	3	3	1	2	5	0	3	4			
<b>Domestic</b>	6	4	7	7	9	7	13	18	9			
<b>Animal</b>	14	12	15	17	18	19	30	16	17			
<b>Alarms</b>	18	17	21	20	18	16	11	15	19			
<b>SOR Check</b>	1	0	1	0	0	0	0	29	13			
<b>Traffic</b>	43	40	43	41	55	60	64	53	51			
<b>AGP</b>	14	16	18	14	18	33	32	25	32			
<b>Suspicious</b>	19	13	31	25	30	35	34	36	32			

### **Comments:**

September brought in the new school year. COPS welcomed the students with extra presence throughout the Township school buildings. The speed trailer was also utilized in the school zones to remind motorists of the school speed zones coming into effect. The trailer has since been damaged by a motorist while it was posted near the Peach Plains School on Comstock. We hope to have a trailer back in use by next spring.

Numbers for service were still above average for September. COPS have noticed the extra call volume, along with school duties and trainings. This has caused a drop in citations issued for the month as well. Traffic numbers may continue to decline with less motorists due to the weather and time of year with less motorists vacationing the area.

Dep Biros held a Neighborhood watch meeting with around 20 residents interested in starting a program in their community. This is a great turnout and the meet went very well. Dep Reuwer will be getting his certifications for the several community programs COPS have offered over the years. Including hunter's safety, boater's safety, ORV safety, and other proactive programs.

**PUBLIC SERVICES DEPARTMENT  
END OF THE MONTH REPORT  
2015**

														WASTEWATER			
														WATER			
MONTH	WORK ORDERS	METER INSTALLS 3/4" 1"	REPLACED METERS	NEW TAPS 3/4" 1"	MAIN INSTALLED IN FEET	MILLION GALLONS OF NOMS WATER	MILLION GALLONS OF G.R. WATER	G.R. SUPPLEMENTAL WATER	WORK ORDERS	NEW TAPS	MAIN INSTALLED IN FEET	MILLION GALLONS OF WASTE PUMPED					
JANUARY	66	1	2	1	1	0	0	28.43	0.91	0.00	1	0	0	8.37			
FEBRUARY	87	6	1	6	1	0	0	27.70	0.85	0.00	0	0	0	9.59			
MARCH	110	3	0	1	6	2	0	26.59	0.87	0.00	3	4	0	7.95			
APRIL	142	7	0	0	3	0	0	35.18	1.31	0.00	3	6	0	9.43			
MAY	143	3	4	0	2	2	0	63.06	3.11	0.00	3	2	0	7.73			
JUNE	139	3	0	2	5	4	0	71.28	2.67	0.18	4	5	0	9.98			
JULY	102	6	3	3	9	3	0	85.52	5.51	0.00	5	1	0	9.18			
AUGUST	138	6	3	5	2	0	7055	77.10	3.21	0.00	3	8	6010	7.08			
SEPTEMBER	110	5	4	1	10	5	0	51.60	2.84	0.00	5	6	0	9.27			
OCTOBER															0.00		
NOVEMBER															0.00		
DECEMBER															0.00		
TOTAL YTD	1037	40	17	19	39	16	7055	466.46	21.28	0.18	27	32	6010	78.57			
TOTALS		57		55			5097	487.92	21.47			754					

NOTES:

1 1/2" irrigation meter installed @15235 Rachel Court 7/28/15