

GRAND HAVEN CHARTER TOWNSHIP BOARD
MONDAY, JANUARY 22, 2018

WORK SESSION – CANCELLED

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 January 8, 2018 Board Minutes
 2. Approve Payment of Invoices in the amount of \$235,145.97 (*A/P checks of \$135,079.71 and payroll of \$100,066.26*)
 3. Approve 2018 Dust Control Contract with Michigan Chloride Sales
- VI. PRESENTATION – Reimagination Project – Request for Financial Support (*Katie Appold, Chris Streng, Sharon Behm, and student representatives*)
- VII. OLD BUSINESS
 1. Consideration of Appropriation for City of Grand Haven Reimagination Station Project
 2. Consider Establishment of an E-Commerce Exchange Zone
- VIII. NEW BUSINESS
 1. Resolution 18-01-01 – Policy Changes for Employee Recognition
- IX. REPORTS AND CORRESPONDENCE
 1. Committee Reports
 2. Manager’s Report
 3. Others
- X. EXTENDED PUBLIC COMMENTS/QUESTIONS ON NON-AGENDA ITEMS ONLY (*LIMITED TO THREE MINUTES, PLEASE.*)
- XI. 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, JANUARY 8, 2018**

WORKSESSION – 6:30 p.m.

1. The Board reviewed the 2017 Project List and preliminary information on the year's accomplishments.

REGULAR MEETING

I. **CALL TO ORDER**

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

II. **PLEDGE TO THE FLAG**

III. **ROLL CALL**

Board members present: Reenders, Behm, Meeusen, Gignac, Redick, and Kieft.

Board members absent: Larsen

Also present were Manager Cargo, Public Services Director VerBerkmoes, and Community Development Director Fedewa.

Motion by Trustee Redick and seconded by Trustee Meeusen to appoint Treasurer Kieft as the Temporary Clerk. **Which motion carried.**

IV. **APPROVAL OF MEETING AGENDA**

Motion by Trustee Gignac and seconded by Trustee Behm to approve the meeting agenda with the previously notified Public Hearing regarding the Lincoln Pines PUD amendment included. **Which motion carried.**

V. **APPROVAL OF CONSENT AGENDA**

1. Approve December 11, 2017 Regular Board Minutes
2. Approve Payment of Invoices
 - a. December Demand bills in the amount of \$260,421.09 (A/P checks of \$167,239.70 and payroll of \$93,181.39)
 - b. First Run in January in the amount of \$404,612.16 (A/P checks of \$284,054.41 and payroll of \$120,557.75)
3. Approve Bid Package for Upgrade/Replacement of Existing Audio/Visual System - Township Board Room, with a bid open date of January 24th.

Motion by Treasurer Kieft and seconded by Trustee Meeusen to approve the items listed on the Consent Agenda with the bid opening for the Audio-Visual System extended to January 24th. **Which motion carried.**

VI. PUBLI HEARING – LINCOLN PINES PUD AMENDMENT

Supervisor Reenders opened the Lincoln Pines PUD Amendment public hearing at 7:06 p.m.

Community Development Director Fedewa reviewed the staff memo regarding the proposed amendment – converting 27 subdivision lots to 53 condominium units due to market conditions.

It was noted that Lunnelle Berkenpas, P.E. from Holland Engineering was at the meeting to represent the developer.

No other comments were offered.

Supervisor Reenders closed the public hearing at 7:09 p.m.

VII. OLD BUSINESS

1. The Board discussed the creation of an E-Commerce Exchange Zone at the Township facility.

Motion by Trustee Meeusen supported by Trustee Redick to instruct staff to create an E-Commerce Exchange Zone at a cost of approximately \$2,200 – which includes the purchase and installation of two 4k video surveillance cameras and signage – and to inform the public of the location that can be used to exchange used on-line merchandise and as an exchange location for children from blended families. **Consideration of the motion was postponed, without objection, to the January 22nd Board meeting following the discussion below.**

Diane Sheridan (*17273 North Fruitport Road, Spring Lake Township*) is the director of Grand Haven Main Street DDA. Sheridan stated that these types of Exchange Zones are normally monitored by police and the zone – as proposed – could result in crime and a potential liability for the Township. Sheridan expressed she is not concerned with “Craig’s List” type of exchanges; but, that this zone could be used by e-commerce businesses, which have an unfair competitive advantage over traditional brick and mortar stores.

Sharon Behm (*15898 Ridgefield Street*) is associated with the Grand Haven Main Street DDA and stated that proposed E-Commerce Zone could negatively impact brick and mortar stores that pay property taxes and support local governments. Behm noted that this region needs a vibrant downtown and that competition from this zone could have a negative impact on downtown businesses.

Trustee Behm noted that he supports the concept as a place for blended families to exchange children; but, that he has concerns regarding the impact of the E-Commerce Exchange Zone on the brick and mortar stores that pay property taxes and define the downtown area. He noted that there are already places where these exchanges can occur and expressed concerns regarding any liability that might be created for the Township.

Trustee Redick does not believe that the proposed zone will have any impact on the overall trends toward e-commerce and that it will provide a “safer” location for exchanges.

Manager Cargo noted that, because of governmental immunity and how the site would be advertised, that he does not believe it would impact the Township’s liability regarding any incident that might occur at the proposed zone.

Treasurer Kieft stated that he would be more comfortable with some formal input from the Township Attorney on the issue of liability.

The Board instructed staff to receive a brief opinion from Attorney Bultje on this matter of potential increased liability related to the proposed E-Commerce Exchange Zone.

Trustee Meeusen and Trustee Redick agreed to postpone further consideration of their pending motion until the January 22nd Board meeting.

VIII. NEW BUSINESS

1. **Motion** by Trustee Redick supported by Treasurer Kieft to conditionally approve the proposed PUD Amendment for Lincoln Pines to convert 27 subdivision lots to 53 condominium units. This motion is subject to, and incorporates, the following report and conditions. **Which motion carried.**

Report (Used with Motion to Approve)

Pursuant to the provisions of the Grand Haven Charter Township (the “Township”) Zoning Ordinance (the “Zoning Ordinance”), the following is the report of the Grand Haven Charter Township Board (the “Board”) concerning an application by Signature Land Development Corporation (the “Developer”) for approval of an amendment to the Lincoln Pines Planned Unit Development (the “Project” or the “PUD”).

The Project will consist of the existing 38 platted lots in phase 1, and in phases 2 and 3 will have an additional 61 platted lots and 53 condominium units. The Project as recommended for approval is shown on a final site plan (the “Final Site Plan”), last revised 11/20/2017 and is referred to as the “Documentation,” presently on file with the Township.

The purpose of this report is to state the decision of the Board concerning the Project, the basis for the Board’s recommendation, and the Board’s decision that the amended Lincoln Pines PUD be approved as outlined in this motion. The Developer shall comply with all of the Documentation submitted to the Township for this Project. In granting the approval of the proposed PUD application, the Board makes the following findings pursuant to Section 17.04.3 of the Zoning Ordinance.

1. The Project meets the site plan review standards of Section 23.06 of the Zoning Ordinance. Specifically, pursuant to Section 23.06.7, the Board finds as follows:
 - A. The uses proposed will not adversely affect the public health, safety, or welfare. Uses and structures located on the site take into account topography, size of the property, the uses on

adjoining property and the relationship and size of buildings to the site. The site will be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.

- B. Safe, convenient, uncontested, and well defined vehicular and pedestrian circulation is provided for ingress/egress points and within the site. Drives, streets and other circulation routes are designed to promote safe and efficient traffic operations within the site and at ingress/egress points.
- C. The arrangement of public or private vehicular and pedestrian connections to existing or planned streets in the area are planned to provide a safe and efficient circulation system for traffic within the Township.
- D. Removal or alterations of significant natural features are restricted to those areas which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. The Board has required that landscaping, buffers, and/or greenbelts be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.
- E. Areas of natural drainage such as swales, wetlands, ponds, or swamps are protected and preserved insofar as practical in their natural state to provide areas for natural habitat, preserve drainage patterns and maintain the natural characteristics of the land.
- F. The site plan provides reasonable visual and sound privacy for all dwelling units located therein and adjacent thereto. Landscaping shall be used, as appropriate, to accomplish these purposes.
- G. All buildings and groups of buildings are arranged so as to permit necessary emergency vehicle access as requested by the Fire/Rescue Department.
- H. All streets and driveways are developed in accordance with the OCRC specifications, as appropriate.
- I. Appropriate measures have been taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions have been made to accommodate storm water, prevent erosion and the formation of dust.
- J. Exterior lighting is arranged so that it is deflected away from adjacent properties and so it does not interfere with the vision of motorists along adjacent streets, and consists of sharp cut-off fixtures to reduce light pollution and preserve the rural character of the Township.
- K. All loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from residential districts or public streets, are screened.
- L. Entrances and exits are provided at appropriate locations so as to maximize the convenience and safety for persons entering or leaving the site.
- M. The Documentation conforms to all applicable requirements of County, State, Federal, and Township statutes and ordinances.
- N. As appropriate, fencing will be installed around the boundaries of the development if deemed necessary to preventing trespassing or other adverse effects on adjacent lands.
- O. The general purposes and spirit of this Ordinance and the Master Plan of the Township are maintained.

2. The Board finds the Project meets the intent for a PUD, as described in Section 17.01.3 of the Zoning Ordinance. By approving this Project as a PUD, the Township has been able to negotiate various amenities and design characteristics as well as additional restrictions with the Developer, as described in this report, which the Township would not have been able to negotiate if the PUD Chapter of the Zoning Ordinance was not used.
3. Compared to what could have been constructed by right, the Project has been designed to accomplish the following objectives from Section 17.01.4 of the Zoning Ordinance.
 - A. The Project will encourage the use of land in accordance with its natural character and adaptability;
 - B. The Project will promote the conservation of natural features and resources;
 - C. The Project will promote innovation in land use planning and development;
 - D. The Project will promote the enhancement of housing for the residents of the Township;
 - E. The Project will promote greater compatibility of design and better use between neighboring properties;
 - F. The Project will promote more economical and efficient use of the land while providing a harmonious variety of housing choices; and
 - G. The Project will promote the preservation of open space.
4. The Project meets the following qualification requirements of Section 17.02 of the Zoning Ordinance:
 - A. The Project meets the minimum size of five acres of contiguous land.
 - B. The Project contains two separate and distinct residential uses—single family, and attached condominiums.
 - C. The Project site has distinct physical characteristics which makes compliances with the strict requirements of the ordinance impractical.
 - D. The PUD design includes innovative development concepts that substantially forward the Intent and Objectives of Section 17.01, and permits an improved layout of land uses that could not otherwise be achieved under normal zoning.
5. The Board also finds the Project complies with the general PUD Design Considerations of Section 17.05 of the Zoning Ordinance.
 - A. The storm water management system for the Project and the drainage facilities will properly accommodate storm water on the site, will prevent runoff to adjacent properties, and are consistent with the Township's groundwater protection strategies.
 - B. The Project will not interfere with or unduly burden the water supply facilities, the sewage collection and disposal systems, or other public services such as school facilities, park and recreation facilities, etc.
 - C. Utility services within the Project shall be underground. This includes but is not limited to electricity, gas lines, telephone, cable television, public water and sanitary sewer.

- D. The internal road system in the Project is designed to limit destruction of existing natural vegetation and to decrease the possibility of erosion.
- E. Vehicular circulation, traffic and parking areas have been planned and located to minimize effects on occupants and users of the Project and to minimize hazards to adjacent properties and roadways.
- F. Parking requirements for each use have been determined to be in accordance with Chapter 24 (Parking, Loading Space, and Signs).
- G. Street lighting will be installed in the same manner as required under the Township's Subdivision Control Ordinance.
- H. Buildings in the Project have been sited to protect natural resources. Natural features such as natural grade, trees, vegetation, water bodies and others have been incorporated into the Documentation.
- I. Landscaping, natural features, open space and other site amenities have been located in the Project to be convenient for occupants of, and visitors to, the PUD.
- J. The Project is reasonably compatible with the natural environment of the site and the adjacent premises.
- K. The Project will not unduly interfere with the provision of adequate light or air, nor will it overcrowd land or cause an unreasonably severe concentration of population.
- L. Exterior lighting within the Project complies with Chapter 20A for an LZ 2 zone.
- M. Outside storage of materials shall be screened from view.
- N. Signage is compliant with Section 24.13 of the Zoning Ordinance.
- O. The Project will not have a substantially detrimental effect upon or substantially impair the value of neighborhood property, as long as all of the standards and conditions of this approval of the Project are satisfied.
- P. The Project is in compliance with all applicable Federal, State, County, and local laws and regulations. Any other permits for development that may be required by other agencies shall be available to the Township Board before construction is commenced.
- Q. The Project satisfies the minimum open space of 20-percent required by the Zoning Ordinance.
- R. The open space in the Project is large enough and properly dimensioned to contribute to the purpose and objectives of the PUD.
- S. The open space in the Project consists of contiguous land area which is restricted to non-development uses.
- T. The open space in the Project will remain under common ownership or control.
- U. The open space in the Project is set aside by means of conveyance that satisfies the requirements of Section 17.05.5.G of the Zoning Ordinance.

- V. The Project is consistent with the goals and objectives of the Master Land Use Plan. Specifically, it is consistent with the Master Plan designation of the property in question.
- 6. The Board finds that the Project complies with the uses permitted for a residential planned unit development, as described in Section 17.07.2.A of the Zoning Ordinance—Single Family Dwellings, and provides them via traditional single-family dwellings and attached condominiums that are comprised of single family dwellings.
- 7. The Board also finds the Project shall comply with the below additional conditions as well.
 - A. Project shall comply with all the prior conditions of the prior PUD and plat approvals, to the extent relevant.
 - B. Project shall comply with all applicable federal, state, county, and Township laws and ordinances.
 - C. Project shall comply with the revisions required by the Township Attorney’s review of the declaration of covenants, the bylaws, and the master deed, all as noted in the November 14, 2017 email from the Township Attorney.
 - D. Developer shall execute a revised PUD agreement between the Township and the Developer.

IX. REPORTS AND CORESPONDENCE

- a. Committee Reports
 - i. Trustee Redick noted that Schmidt has authorized the public discussion of his proposed land donation (*i.e.*, 70± acres) and how the property could be utilized by the Township and NORA. Redick met with both NORA and the YMCA on the NORA recreation plan and the cooperation of the YMCA; both of whom agreed to continue to proceed forward with collaborative discussions on the development of a regional facility.
 - ii. Supervisor Reenders noted that he met with a group representing a number of community organizations examining a collaborative regional facility. He noted that there was some negativity regarding the location within the Township.
- b. Manager’s Report
 - i. December Building Report
 - ii. December Enforcement Report
 - iii. December DPW Report
- c. Others
 - i. Supervisor Reenders expressed concern that parking on the grass was occurring at the Witteveen and Wolf sites. Cargo noted that he would work with DPW to block access from the roadways leading onto these sites.

X. PUBLIC COMMENTS

- a. Laird Schaefer (*12543 Wilderness Trail*) noted that the YMCA Director has resigned.
- b. Bill Cousins (*15290 Winchester Circle*) is the Township's Planning Commission Chair. The Board Congratulated Cousins on completing the Master Citizen Planner certification through the Michigan State University Extension.

XI. ADJOURNMENT

Motion by Trustee Gignac and seconded by Trustee Behm to adjourn the meeting at 7:41 p.m. **Which motion carried.**

Respectfully Submitted,

William Kieft III
Grand Haven Charter Temporary Township Clerk

Mark Reenders
Grand Haven Charter Township Supervisor

SUPERINTENDENT'S MEMO

DATE: January 18, 2018
TO: Township Board
FROM: Cargo
SUBJECT: 2018 Dust Control

Attached, please find a proposed contract for the 2018 dust palliative and stabilization program in the amount of approximately \$33,154.50. **This is the same estimated price as the 2017 year.**

I am recommending that GHT proceed with a contract through Michigan Chloride Sales, LLC from St. Louis, Michigan, which is the same firm utilized since 2009, at the application rate of \$3,000 gallons per miles for all three treatments.

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

Further, this would be done three (3) times – late April, early July, and early September (*i.e., about every 60 days*). GHT has received virtually no complaints regarding the level of dust control or the program's efficacy since GHT began to use this approach in 2009.

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

Move to authorize the Township Superintendent to execute an agreement with Michigan Chloride Sales, LLC for three applications of a mineral well brine solution for gravel road dust control at an application rate of 3,000 gallons per mile. The total cost of the program will be approximately \$33,154.50.

2018 DUST SUPPRESSION CONTRACT

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

RECITALS

1. The Township has requested quotes for dust palliative and stabilization on the 19.22 miles of gravel roads within the Township’s boundaries for the 2018 summer season. (*See attached map – Exhibit A.*)
2. MCS has presented a proposal for the Grand Haven Charter Township dust palliative and stabilization project.
3. The parties are desirous of entering into a formal agreement based upon the work to be performed and the prices contained in the attached accepted proposal.

AGREEMENT

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

1. Work. MCS shall apply a mineral well brine solution that contains a total chloride level of approximately 26% in such concentration and frequency as follows:
 - a. An initial application of the mineral well brine solution on continuous spread consisting of an 8' strip down each side of the road with a third 8' strip down the middle with an application rate of 1,000 gallons per strip or 3,000 gallons per mile. This initial application would be applied during the period of **April 18th to May 4th**. This application qualifies for a discounted rate of \$0.185 per gallon. (*The estimated cost of this application would be 3,000 gallons per mile x 19.22 miles of gravel road x \$0.185 or approximately \$10,667.10.*)
 - b. A second additional application of the mineral well brine solution on continuous spread consisting of an 8' strip down each side of the road with a third 8' strip down the middle with an application rate of 1,000 gallons per strip or 3,000 gallons per mile. This second application would be applied during the period of **June 18th to June 29th**. This application will be the normal rate of \$0.20 per gallon. (*The estimated cost of this application would be 3,000 gallons per mile x 19.22 miles of gravel road x \$0.20 or approximately \$11,532.*)

- c. A third application of the mineral well brine solution on continuous spread consisting of an 8' strip down each side of the road with a third 8' strip down the middle with an application rate of 1,000 gallons per strip or 3,000 gallons per mile. This third application would be applied during the period of **September 10th to September 21st**. This application qualifies for a discounted rate of \$0.19 per gallon. (*The estimated cost of this application would be 3,000 gallons per mile x 19.22 miles of gravel road x \$0.19 or approximately \$10,955.40.*)

The work to be performed under this contract shall be executed during the summer season of 2017 commencing no earlier than April 24th and completed no later than September 22nd.

2. Cost. The Township shall pay **\$0.185** per gallon for the initial application of the mineral well brine solution as described previously; and **\$0.20** per gallon for the second application; and, **\$0.19** per gallon for the third application.
3. Permits. MCS shall be responsible for obtaining all necessary permits from the Ottawa County Road Commission ("OCRC") to allow MCS to work within the various road rights of way in the Township.
4. Roads Covered. MCS shall provide treatment for approximately 19.22 miles of gravel roads within the Township. The Township reserves the right to exclude from treatment any roads that are scheduled for paving or other maintenance during 2016. The Township shall provide a map (Exhibit A) of said roads to MCS; which map may be adjusted from time to time.
5. Grading. All treatment shall be applied after grading of the roads by the OCRC. It shall be the sole responsibility of MCS to coordinate treatment with the OCRC's grading schedules to insure that all roads are graded prior to treatment.
6. Insurance. Upon demand from the Township, MCS shall provide proof of insurance coverage naming the Township and the OCRC as additional insured. The insurance coverage shall be in an amount not less than one million dollars (\$1,000,000.00) for public liability, casualty, and property damage; and Michigan No-Fault or equivalent vehicle coverage of not less than one million dollars (\$1,000,000.00). MCS shall file a copy of such proof of insurance with the Township before work may commence.
7. Environmental and Indemnification. MCS shall comply with all government laws, rules, and regulations with regard to the handling of all chemicals or other substances, which may be determined to be hazardous substances. MCS shall be fully responsible for all loss or damage, including restoration, occasioned by the use of any chemicals or other hazardous substances or agents. Further, MCS shall indemnify and hold the Township harmless from all loss or damage, now or in the future, resulting from the performance of the work hereunder including, but not limited to, the use of any chemicals, substances or agents.

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

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

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

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

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

IN WITNESS WHEREOF the parties hereto have executed this Agreement on this 24th day of January, 2018.

Witnessed By:

GRAND HAVEN CHARTER TOWNSHIP,
a Michigan Municipal Corporation

By: _____
William D. Cargo, Superintendent

MICHIGAN CHLORIDE SALES, LLC

By: _____
Brad Harkness, Sales/Operations Mgr.



Manager's Memo

DATE: January 16, 2018
TO: Township Board
FROM: Cargo
RE: City of Grand Haven Reimagination Station Project

Attached, please find a proposed appropriations agreement that would authorize Grand Haven Charter Township to direct monies for the City's project to repair and improve the "**Imagination Station**".

Typically, a Township may not contribute monies to a private or public organization. However, there are exceptions. Regarding the City's request for monies to repair and improve the Imagination Station, there are two exceptions that could apply.

- ✓ First, the Township can appropriate money for the purposes of advertising recreational advantages or any reason that may encourage tourists to visit the Township or any portion of the State of Michigan. MCL 41.110c.
- ✓ Second, the Township may appropriate funds for any project that will advance the historical interests of the Township in the opinion of the Township Board. MCL 399.161.

If the Board believe the request for financial support to repair and improve the Imagination Station is covered by either of the aforementioned, the following motion can be offered:

Move to appropriate a total of \$_____ for the repair and improvement of the Grand Haven Imagination Station and authorize the Township Superintendent to execute an appropriate agreement with the City for the same.

If there are any questions or comments, please contact me at your convenience.

**GRAND HAVEN CHARTER TOWNSHIP AND
CITY OF GRAND HAVEN APPROPRIATION AGREEMENT
FOR PLAY SPACE CONSTRUCTION**

This Appropriation Agreement (the "Agreement"), between Grand Haven Charter Township, Ottawa County, Michigan, a Michigan Charter Township, 13300 168th Avenue, Grand Haven, Michigan 49417 (the "Township") and the City of Grand Haven, 519 Washington Avenue, Grand Haven, Michigan 49417 (the "City"), is made with reference to the following facts and circumstances.

A. The Township has authority, pursuant to MCL 41.110c, to appropriate money for the purposes of advertising recreational advantages or anything else that may encourage tourism to the Township or any part of the State of Michigan.

B. The Township also has authority, pursuant to MCL 399.161, to appropriate money for any project that will advance the historical interests of the Township in the opinion of the Township Board.

C. The City is raising funds for a project to reconstruct the Imagination Station Playground at Mulligan's Hollow on Y Drive in the City of Grand Haven.

D. The Township Board has determined that the Imagination Station brings tourism to the greater West Michigan area.

E. The Township Board has also determined that, given the Imagination Station's history in the area, maintaining the structure will advance the Township's historical interests as well as the City's.

F. The Township and the City desire to reduce to writing their agreement relative to the Township's appropriated funds.

THE TOWNSHIP AND THE CITY AGREE AS FOLLOWS.

1. Appropriation. The Township appropriates \$_____ to the City for the Reimagination Station Project. This appropriation shall be paid as a lump sum to the City of Grand Haven, approved as an invoice at a Township Board meeting.

2. Use of Funds. The City and the Township agree that the City shall use the funds for any costs associated with the Reimagination Station project exclusively. At the request of the Township, the City shall provide the Township with written specifics with respect to its utilization of the funds it has received from the Township pursuant to this Agreement.

3. Accounting and Audit. The books and records of the City shall be maintained in such form as to enable their reasonable audit by the Township. The Township may, upon reasonable notice to the City, at reasonable times, and at the Township's own expense, audit the

records of the City as necessary to reasonably assure that the funds received by the City pursuant to this Agreement are being used in conformance with the terms and conditions of this Agreement.

4. Liability. The parties acknowledge that the City is acting as an independent contractor pursuant to this Agreement. The Township shall have no liability whatsoever for the acts or omissions of the City and the City agrees to indemnify and hold the Township harmless from any such liability. The City shall maintain appropriate liability insurance and shall, on request, provide the Township with evidence that such insurance is in force.

5. Duration of Agreement. This Agreement shall be deemed to be effective on the date of signing, and it shall end when the Imagination Station Reconstruction Project is completed. It may be renewed or revisited in the future, as agreed by the parties.

6. Binding Effect. This Agreement shall be binding on the parties and their respective successors and assigns.

IN WITNESS WHEREOF, the parties have executed this Agreement.

Witnesses:

GRAND HAVEN TOWNSHIP

By: _____
William Cargo, Superintendent

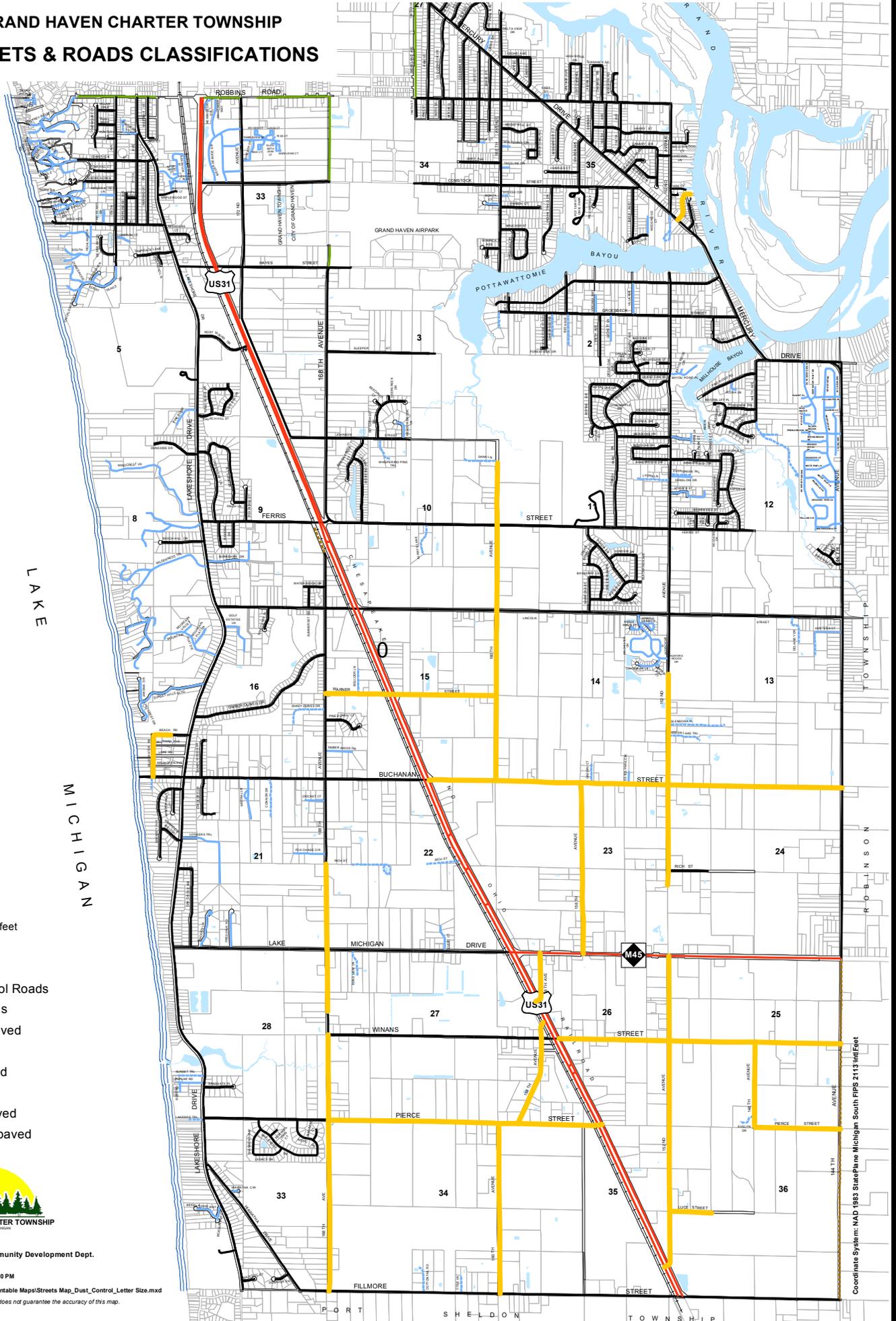
Dated: _____, 2018

CITY OF GRAND HAVEN

By: _____
Pat McGinnis, Manager

Dated: _____, 2018

GRAND HAVEN CHARTER TOWNSHIP STREETS & ROADS CLASSIFICATIONS



1 inch = 4,000 feet

Legend

- Dust Control Roads
- State Roads
- Primary Paved
- - - Unpaved
- Local Paved
- City Paved
- Private Paved
- - - Private Unpaved



Sources:
Grand Haven Township Community Development Dept.
Ottawa County GIS - 2002

Revision Date: February 1, 2013 - 4:10 PM
Printed: February 1, 2013
File Name/Path: G:\GIS\Maps\Printable Maps\Streets Map_Dust_Control_Letter Size.mxd

Note: Data is subject to change. GHT does not guarantee the accuracy of this map.

Coordinate System: NAD 83 StatePlane Michigan South FIPS 2113 IntlFeet

SUPERINTENDENT'S MEMO

DATE: January 16, 2018

TO: Township Board

FROM: Bill

SUBJECT: E-Commerce Exchange Zone

As you may recall, the Board discussed the establishment of an **E-commerce Exchange Zone**, similar to what was completed by both Delta Charter Township and Redford Charter Township. *(Please see attached article from the November Michigan Townships Association magazine regarding the establishment of “safe” E-commerce Exchange Zones.)*

In brief, the plan was to select a few parking spaces within the lot between the Fire/Rescue Building and the Administrative Building for the E-commerce Exchange Zone where area residents could meet to do business (i.e., *sell or purchase used goods and materials from on-line websites – such as Craig’s List*). This is an area that Sheriff deputies and City police officers frequent, where Sheriff vehicles are stored, and is an area that can be readily monitored vis-à-vis two additional 4k security cameras.

However, before the Board decides on this proposal, staff was instructed to:

- (1) Verify that an E-commerce Exchange Zone would not create significant legal exposure for the Township. (Staff note that Attorney Bultje opined that “**the proposed Zone would not be a significant factor for the Township from a liability standpoint.**” Further, the Township’s insurance representative stated that the Township “**does not need any additional insurance riders for the exchange zones.**”)
- (2) Create an exchange zone within the administrative parking lot that is covered with video surveillance. *(The proposed video surveillance would cover the portion of the Administrative parking lot between the Sheriff’s entrance into the Administrative Building and the public entrance into the Fire/Rescue Station.)*
- (3) Finalize the cost estimates for the video equipment and installation. *(The attached proposal would install two video cameras at the cost of about **\$1,920**. In addition, staff would expend a few hundred dollars to order and install two signs, which will be posted on the light pole between the two entrances. The total cost should be less than **\$2,200**, which is significantly below the original estimate of \$5,000.)*
- (4) Utilize the Township lobby during business hours as an exchange zone. *(This can be accomplished during normal business hours.)*

- (5) Explain how the public will be notified of this area that can be used for the exchange of E-commerce goods and as a site that blended families can exchange their children. (*Staff will utilize the Spring newsletter that is mailed to residents, the monthly electronic newsletter, the Township's Facebook page, and the Township's web page to notify the public of this service.*)

Staff also note that this proposal was the subject of a December 4th editorial within the Grand Haven Tribune. (*See attached.*)

If the Board supports the costs involved with creating an **E-Commerce Exchange Zone**, the following motion can be offered:

Move to instruct staff to create an E-Commerce Exchange Zone at a cost of approximately \$2,200 – which includes the purchase and installation of two 4k video surveillance cameras and signage – and to inform the public of the location that can be used to exchange used on-line merchandise and as an exchange location for children from blended families.

Please contact Cargo if you have any questions or comments prior to the meeting.

Kudos to GHT for promoting safety of online, classified sales

• TRIBUNE -- DEC 4, 2017 AT 1:00 PM

Imagine it: You've just answered a classified ad and made a purchase, buying what you think is a hidden treasure that someone else was just trying to get rid of.

While mailing said item can be easy, oftentimes it's easier to meet face-to-face with the seller to make sure the item is as described, and to make sure you're not getting ripped off.

But how do you know you're walking into a safe situation when you meet with someone you've never met in order to do business? How do you know if their intentions are what they said they were in their online post or classified ad?

There have been several instances in recent years of people being robbed, assaulted or much worse as a result of a meet-up following a classified or online transaction. Nobody wants to end up beaten up when all you were doing was going to buy that antique radio that you've always wanted for your den.

With more and more of this type of sales activity becoming commonplace, it was refreshing to see elected officials in Grand Haven Township recognize this and do something about it.

The Township Board recently discussed setting up an e-commerce transaction zone at the Township Hall, a designated area that would be monitored in order for people to conduct business and transactions.

Given the well-lit nature of the township's parking lot, plus the public safety presence with law enforcement and Fire/Rescue personnel on site, this seems like a good spot to designate as a safe place to conduct this type of business.

Our hope is that other communities follow suit, offering up designated safe spots to conduct business.

While it might seem like bad things couldn't or wouldn't happen in our neck of the woods, it's always good to err on the side of safety, because you never know who could be in the other car.



When Redford Charter Township (Wayne Co.) residents buy or sell on Craigslist or the Facebook Marketplace, they don't meet up with strangers at a gas station or invite them to their homes. They have a better option—the place everyone just refers to as “the exchange.”

This designated safe zone consists of two spaces in the township hall parking lot, marked by signs that read “Internet Purchase Exchange Location.” It's simple, but it's enough. With security cameras rolling, and the police station nearby, residents and out-of-towners alike feel safer knowing that when they do business with a stranger, someone is watching.

Supervisor **Tracey Schultz Kobylarz** sees people using the parking spaces on a daily basis. To her, the safe zone is just common sense.

“It isn't anything extraordinary, it's just something simple we can do to help our residents,” she said. “It makes me really happy to know that we did something that makes our people safer. That is our role, to make their lives safer.”

Redford Charter Township is one of many local units of government taking a needed step to make their residents safer by creating safe havens for buying from or selling to strangers off the internet. While buying and selling products online has become increasingly popular, more people are wary of agreeing to meet a stranger. And for good reason—in the past several years, reports of violent crimes resulting from these meet-ups have become an all-too-common tale.

Call it a safe zone, call it an internet purchase exchange location—whatever title you choose, the basic premise is the

same. Local units choose an area that's well-lit and highly traveled, preferably where there's surveillance already in place. Many police stations and township halls have cameras in their parking lots, making them a perfect place to set up an exchange. In most cases, your only cost is purchasing signs.

Once the signs are in place, the township's main role is simply to spread the word through any means it has—social media, the township website, board meetings or newsletters. Chances are, the safe zone will catch on quickly. Schultz Kobylarz sees a comment about the exchange almost every time someone in her community posts an item online for sale.

Delta Charter Township (Eaton Co.) created its safe zone last year in a parking lot in front of a police substation. With the cameras in place, and deputies frequently coming and going, residents and people passing through on the interstate feel safe meeting strangers there, even at night.

“I think every community with a location that makes sense should offer it as a service,” Supervisor **Ken Fletcher** said. “E-commerce will only continue to grow. Creating a safe zone is better than responding to a situation where people meet up and something bad happens. It's a good, safe place and it could even help reduce the amount of police calls.”



Admin Building Cameras

Prepared For
 Grand Haven Charter Township
 Quote 1428

Quote for Grand Haven Charter Township

Quote: 1428

12/14/2017 | Page 2 of 3

Scope Of Work

Quote it to install 2 cameras and data runs at the Admin building

Quantity	Description	Total
ADMIN Building		
2	A-37-FW 3mp Cam 2.8mm lens	\$717.76
2	A-MD-WM A-14/34 Wall mount	\$60.90
2	1 Cat 5E Data Cable Assembly Jack, Cable, Support, Installation	\$457.92
1	Misc. Hardware	\$50.00
8.00	Gen Installation	\$632.00
ADMIN Building		\$1,918.58

Your Price: _____ \$1,918.58

Total: _____ \$1,918.58



Administrative Memo

TO: Township Board

FROM: Andrea Dumbrell, Human Resources Supervisor

DATE: January 18, 2018

RE: Employee and Board Recognition: Service Awards and Retirement Gifts Policy

During the January 9, 2018, Grand Haven Charter Township Personnel Committee meeting, the Personnel Committee reviewed and discussed revising the Employee and Board Recognition: Service Awards and Retirement Gifts Policy. As the policy is currently written, it does not provide the flexibility needed to move the date of the awards ceremony to a less busy month, taxes the award (gift certificate) the employees receive, and provides a gift (token of appreciation) that is not used by staff.

By moving to the attached, revised policy, the Township will have the flexibility needed to move the ceremony date and can provide a more meaningful award to staff, in recognition of their service, that is not taxed. The overall cost change by providing a gift selection catalogue to staff, as compared to the current policy, has minimal impact on the amount budgeted for the service awards and retirement gifts.

It is the Personnel Committee's recommendation to approve the revised Employee and Board Recognition: Service Awards and Retirement Gifts Policy. If the Board supports the recommendation, the following motion could be offered for consideration:

Motion to approve Resolution 18-01-01, authorizing the Employee and Board Recognition: Service Awards and Retirement Gifts as submitted.

The current and revised Employee and Board Recognition: Service Awards and Retirement Gifts Policies are enclosed for your review.

If you have any questions regarding this recommendation, please do not hesitate to contact me.

Suggested Revision

3.5 Employee and Board Recognition: Service Awards and Retirement Gifts

Grand Haven Charter Township recognizes the value of institutional knowledge and experience held by long-term employees and board members. Additionally, retention of high-performing employees reduces the cost of employee turnover and improves the customer service levels provided to residents and guests. Equally, employees who have retired from employment with Grand Haven Charter Township are ambassadors of goodwill in the community.

Eligibility

Permanent employees become eligible for a service award, once they complete 5, 10, 15, 20, 25, 30, 35, 40, and 45 years of service without a break in service. Retirement awards are given to permanent employees upon retirement after completion of 20 years of employment without a break in service. Recognition awards are given to elected officials when they leave office.

Employee and Board Recognition programs do not apply to committee members, election workers, or other part-time, temporary employees of the Township that work for a set duration or who are called upon to work sporadically.

Service Award, Retirement Gift, and Recognition Gift Procedures

The human resources supervisor will be responsible for selecting an array of gifts that may be awarded to employees and board members for their tenure and setting the date for the employee recognition luncheon. Board members' choice of gift options will have an approximate value of \$300.

A certificate acknowledging years of service and gift selection sheets, order forms and instructions for returning the forms will be given to the employee at the annual employee recognition luncheon. A certificate acknowledging years of service and gift selection sheets, order forms and instructions for returning the forms will be given to the board member prior to their last board meeting. The employee and board member selects a gift and returns the order form as instructed.

After considering the service milestone or retirement date, the human resources supervisor will decide whether the gift will be sent to the employee's home or to the employee's work location for presentation. The board member will be presented with their gift at their last board meeting.

Current Policy

3.5 EMPLOYEE AND BOARD RECOGNITION PROGRAMS

3.5a EMPLOYEE RECOGNITION PROGRAM/LUNCHEON

In order to maintain good Employee morale and to recognize the years of service of Township Employees, the Township will hold an Employee Recognition Luncheon annually in December to recognize employees attaining the service anniversaries listed below between January and December in the year the luncheon is held. Employees and Elected Officials shall be invited to the luncheon. The following tokens of appreciation and gift certificates shall be presented to the appropriate employees at the luncheon.

The employee may choose an additional gift certificate in the value of the token of appreciation if desired. The employee may also choose to decline the gift certificate and/or the token of appreciation.

Five Year Service Anniversary:

- Certificate of Appreciation
- Engraved commemorative token of appreciation \$15
- \$40 Gift Certificate

Ten Year Service Anniversary:

- Certificate of Appreciation
- Engraved commemorative token of appreciation \$20
- \$40 Gift Certificate

Fifteen Year Service Anniversary:

- Certificate of Appreciation
- Engraved commemorative token of appreciation \$30
- \$40 Gift Certificate

Twenty Year Service Anniversary:

- Certificate of Appreciation
- Engraved commemorative token of appreciation \$40
- \$40 Gift Certificate

Twenty-Five Year Service Anniversary:

- Certificate of Appreciation
- Engraved commemorative token of appreciation \$50
- \$40 Gift Certificate

Thirty Year Service Anniversary:

- Certificate of Appreciation
- Engraved commemorative token of appreciation \$60

- \$40 Gift Certificate

Thirty-Five Year Service Anniversary:

- Certificate of Appreciation
- Engraved commemorative token of appreciation \$70
- \$40 Gift Certificate

Forty Year Service Anniversary:

- Certificate of Appreciation
- Engraved commemorative token of appreciation \$80
- \$40 Gift Certificate

Forty-Five Year Service Anniversary

- Certificate of Appreciation
- Engraved commemorative token of appreciation \$90
- \$40 Gift Certificate

Gift certificates are part of the compensation package of Township Employees and shall be listed as a non-cash contribution on the Employees' W-2 form and will be subject to payroll taxes.

3.5b RETIRING ELECTED OFFICIALS AND EMPLOYEES

As part of the Township's established compensation package, when an Elected Official leaves public office, or a full-time or regular part-time Employee of the Township retires with twenty or more years of service with the Township, said Official or Employee shall be offered one of the following options:

1. An engraved token of appreciation (*e.g., mantel clock, etc.*) with an approximate value of \$300 recognizing his/her service to the Township. (*This shall be listed as a non-cash contribution on the official's or employee's W-2.*)
2. A gift certificate, gift card, or Chamber dollar program in the amount of \$300 to recognize his/her service to the Township. (*This shall be listed as a cash contribution on the official's or employee's W-2.*)
3. An engraved plaque (*or similar remembrance*) recognizing his/her service to the Township that will have a value deemed to be a de minimis fringe benefit.
4. A decision to receive nothing, because it is recognized by the Board that some individuals do not wish to draw attention to themselves or their service to the Township.

3.5c ELIGIBILITY

Employee and Board Recognition programs do not apply to committee members, election workers, or other part-time temporary employees of the Township that, by definition, work for a set duration or who are called upon to work sporadically.

Amended on March 10, 2014

At a regular meeting of the Township Board of Grand Haven Charter Township, Ottawa County, Michigan, held at the Township Hall at 13300 168th Ave., Grand Haven, Michigan 49417, on January 22, 2018, at 7:00 p.m., local time.

PRESENT:

ABSENT:

The following resolution was offered by _____ and seconded by _____

RESOLUTION 18-01-01

WHEREAS, Grand Haven Charter Township (“Township”) has adopted a Personnel Policies and Procedures Manual; and,

WHEREAS, the Grand Haven Charter Township Board (“Township Board”) believes that it is in the best interest of the Township to add sections to the Personnel Policies and Procedures Manual from time-to-time as necessary; and,

WHEREAS, the proposed amendment has been reviewed by the Personnel Committee and recommended for approval; and,

WHEREAS, the Township Board believes that it is reasonable and appropriate to adopt this amendment, clarifying processes and prerequisites needed for paramedic training expense reimbursements.

NOW, THEREFORE, BE IT HEREBY RESOLVED:

1. That Section 3.5, is to read in its entirety as follows:

3.5 Employee and Board Recognition: Service Awards and Retirement Gifts

Grand Haven Charter Township recognizes the value of institutional knowledge and experience held by long-term employees and board members. Additionally, retention of high-performing employees reduces the cost of employee turnover and improves the customer service levels provided to residents and guests. Equally, employees who have retired from employment with Grand Haven Charter Township are ambassadors of goodwill in the community.

Eligibility

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permanent employees upon retirement after completion of 20 years of employment without a break in service. Recognition awards are given to elected officials when they leave office.

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After considering the service milestone or retirement date, the human resources supervisor will decide whether the gift will be sent to the employee's home or to the employee's work location for presentation. The board member will be presented with their gift at their last board meeting.

2. That all resolutions in conflict herewith in whole or in part are hereby revoked to the extent of such conflict.

YES:
NO:
ABSENT:

RESOLUTION DECLARED ADOPTED.

DATED: January 22, 2018

Laurie Larsen, Township Clerk

CERTIFICATE

I, the undersigned, the duly qualified and acting Township Clerk of the Grand Haven Charter Township, 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 January 22, 2018, 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 as required by said Act.

Laurie Larsen, Township Clerk