

GRAND HAVEN CHARTER TOWNSHIP BOARD
MONDAY, JANUARY 28, 2019

WORK SESSION – 6:00 P.M.

1. 2019 Pathway Construction – Route
2. Preliminary Draft of Strategic Plan Update (*No Action – Information Only*)

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 14, 2019 Board Minutes
 2. Approve Payment of Invoices in the amount of \$263,514.14 (*A/P checks of \$167,583.98 and payroll of \$95,930.16*)
 3. Approve Hire of Part-time Firefighter (*Matthew Hall*)
 4. Approve License Agreement – Sounds of Summer with WAWL
- VI. OLD BUSINESS
 1. Second Reading - Sewer Rate Ordinance (*Fee Increase Related to Plant Expansion*)
- VII. NEW BUSINESS
 1. Approve Resolution 19-01-03 – Allow Late Payment of Utility Fees Without Penalties for Furloughed Federal Government Employees
 2. Approve Resolution 19-01-04 – Commencement SAD Proceedings for Warner Street (*Prime and Double Chip – West of Railroad tracks to 168th Avenue*)
- VIII. REPORTS AND CORRESPONDENCE
 1. Committee Reports
 2. Manager’s Report
 3. 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, JANUARY 14, 2019**

REGULAR MEETING

I. CALL TO ORDER

Supervisor Reenders called the regular meeting of the Grand Haven Charter Township Board to order at 7:00 p.m.

II. PLEDGE TO THE FLAG

III. ROLL CALL

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

Board members absent:

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

IV. APPROVAL OF MEETING AGENDA

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

V. APPROVAL OF CONSENT AGENDA

1. Approve December 10, 2018 Regular Board Minutes
2. Approve Payment of Invoices in the amount of \$863,180.46 (*A/P checks of \$652,050.96 and payroll of \$211,129.50*)
3. Approve Appointment of Board of Review Members for Term Ending on 12/31/20 (*i.e., Barbara VanHeest, Debra Yonker-Hecht, Thomas DeJonge, and Alternate Lorie Kiebach*)

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

VI. OLD BUSINESS

1. **Motion** by Clerk Larsen supported by Trustee Gignac to approve and adopt the “Opt-Out” ordinance that prohibits commercial establishments that produce or transport or sell marihuana and prohibits the consumption of marihuana in public places within the Township’s municipal boundaries. This is the second reading. **Which motion carried** pursuant to the following roll call vote:

Ayes: Larsen, Gignac, Kieft, Meeusen, Redick, Behm, Reenders

Nays:

Absent:

2. **Motion** by Trustee Meeusen supported by Trustee Behm to approve and adopt the Zoning Map Amendment Ordinance concerning the rezoning of 11101 144th Avenue from Rural Residential (RR) to Agricultural (AG). This is the second reading. **Which**

motion carried pursuant to the following roll call vote:

Ayes: Behm, Gignac, Meeusen, Redick, Kieft, Reenders, Larsen

Nays:

Absent:

3. **Motion** by Clerk Larsen supported by Trustee Gignac to approve the Zoning Text Amendment Ordinance (draft date 11/20/18) to replace the Accessory Buildings and Structure section of the General Provisions Chapter, and Enlargement or Increase or Extension of a Non-Conforming Use in the Special Land Use Chapter. This is a second reading. **Which motion carried** pursuant to the following roll call vote:

Ayes: Reenders, Meeusen, Behm, Gignac, Larsen

Nays: Kieft, Redick

Absent:

4. **Motion** by Trustee Meeusen supported by Treasurer Kieft to approve the Zoning Text Amendment Ordinance (draft date 11/28/18) to add the Prohibition of Recreational Marihuana Establishments to the General Provisions Chapter. Further action will be postponed until January 14th when it will be considered for adoption. This is a second reading. **Which motion carried** pursuant to the following roll call vote:

Ayes: Gignac, Larsen, Kieft, Reenders, Behm, Meeusen, Redick

Nays:

Absent:

5. **Motion** by Trustee Meeusen supported by Trustee Gignac to approve and adopt the proposed ordinance that restates the Township's Deferred Contribution Pension Plan Agreement. This is a second reading. **Which motion carried** pursuant to the following roll call vote:

Ayes: Meeusen, Behm, Larsen, Kieft, Redick, Gignac, Reenders

Nays:

Absent:

6. **Motion** by Trustee Gignac supported by Trustee Meeusen approve and adopt the proposed ordinance that restates the Township's Defined Contribution Pension Plan Ordinance. This is a second reading. **Which motion carried** pursuant to the following roll call vote:

Ayes: Reenders, Kieft, Behm, Meeusen, Larsen, Redick, Gignac

Nays:

Absent:

VII. NEW BUSINESS

1. **Motion** by Treasurer Kieft supported by Clerk Larsen to approve Resolution 19-01-01 updating the "Poverty Exemption" guidelines in Section 7.7 of the Administrative Policies and Procedures Manual. **Which motion carried** pursuant to the following roll call vote:

Ayes: Redick, Meeusen, Kieft, Gignac, Larsen, Reenders, Behm

Nays:

Absent:

2. **Motion** by Trustee Gignac supported by Trustee Behm to approve and adopt Resolution 19-01-02, approving Grand Haven Charter Township's financial depositories for fiscal year 2019. **Which motion carried** pursuant to the following roll call vote:

Ayes: Meeusen, Reenders, Gignac, Larsen, Behm, Kieft, Redick

Nays:

Absent:

3. **Motion** by Clerk Larsen supported by Trustee Behm to postpone further action regarding the ordinance amendment to the Sewer Rate Ordinance until January 28th. This ordinance amendment implements a 59 cents per 1,000 gallons increase to pay for the recently approved bonds being used to renovate the sewer plant and related lift stations. This is a first reading. **Which motion carried.**

VIII. REPORTS AND CORESPONDENCE

- a. Correspondence was reviewed
- b. Committee Reports
- c. Manager's Report, which included:
 - i. 2018 Task List (*Final Review*)
 - ii. December Building Report
 - iii. December Ordinance Enforcement Report
 - iv. December Public Services Report
 - v. November Legal Review
- d. Others

IX. PUBLIC COMMENTS

None

X. ADJOURNMENT

Motion by Clerk Larsen and seconded by Trustee Gignac to adjourn the meeting at 7:17 p.m. **Which motion carried.**

Respectfully Submitted,

Laurie Larsen
Grand Haven Charter Township Clerk

Mark Reenders
Grand Haven Charter Township Supervisor



Manager's Memo

DATE: January 24, 2019
TO: Township Board
FROM: Bill
RE: Pathway Project 2019 – Ferris Street Connector Route

As you may recall, the final phase of the 10-mile pathway expansion will occur in 2019.

Unfortunately, the proposed connection between Lincoln Street and Ferris Street has become problematic. First, MDOT will not allow the pathway onto the US-31 right-of-way. Second, the connection point at US-31 and Ferris/168th intersection is not considered “safe” and proposals to use pedestrian crossing signals are not workable. And finally, this proposed route has numerous wetlands that will further complicate the pathway construction project.

That said, the logical alternative would be to have the proposed connection between Ferris Street and Lincoln Street occur at 160th Avenue ... but, this is a gravel road. (*It seems incongruent to have a paved pathway along a gravel road.*)

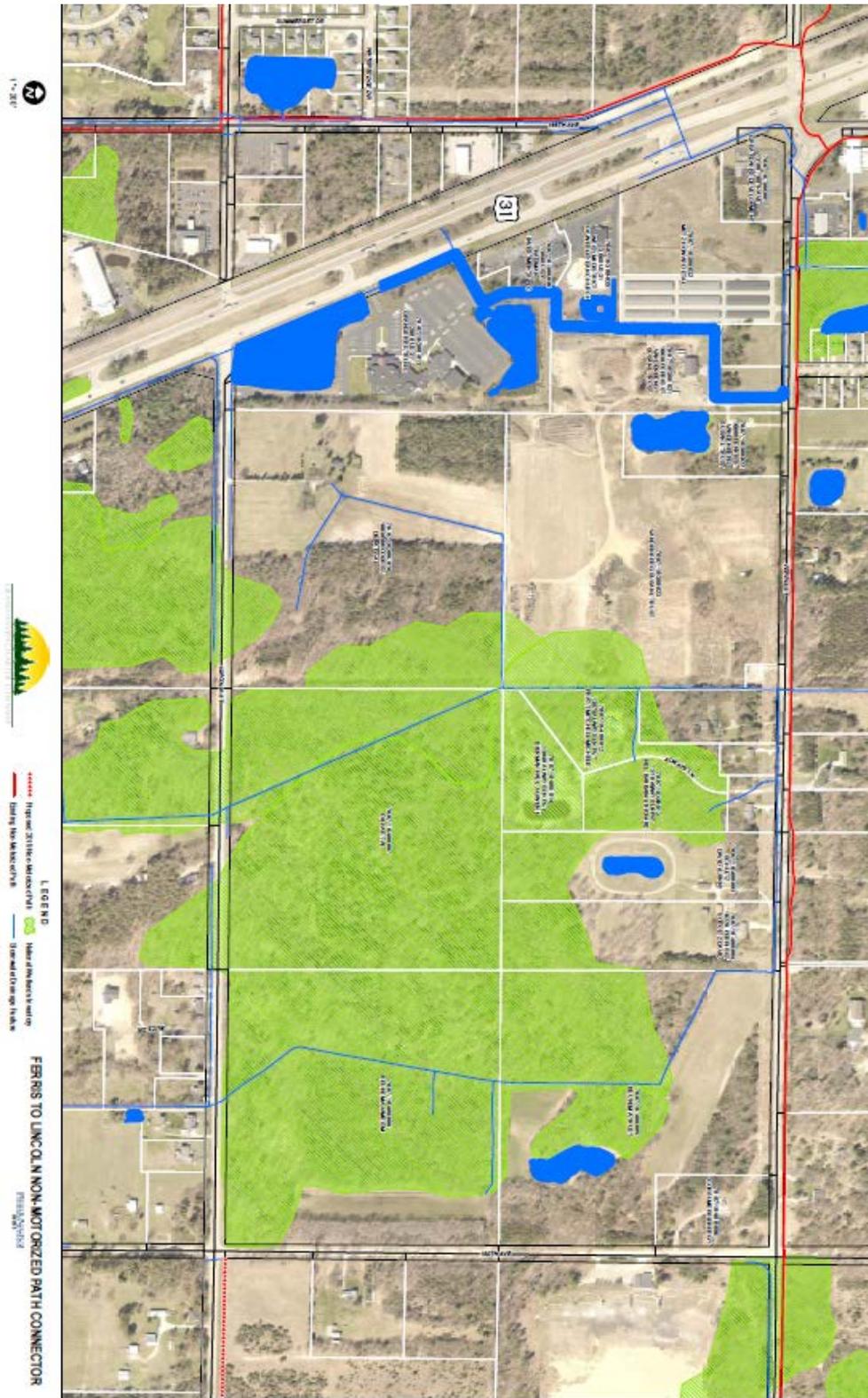
However, you may recall that the Township paved both Buchanan Street west of US-31 and 152nd Avenue between Lincoln and Ferris pursuant to section 15.2 of the Administrative Policies and Procedures Manual (*i.e., major unpaved street*).

Perhaps it is time to consider having a second connector between these two major streets at 160th Avenue (1) because of high school traffic to and from Robinson Township; (2) because of additional development occurring along Lincoln Street; and, (3) because of the bypass which is accessed by Lincoln Street.

Because staff are unsure how to proceed, we are proposing the following for Board consideration:

- a) Stop the 2019 pathway construction at the intersection of Lincoln Street and 160th Avenue;
- b) During 2019, determine if 160th Avenue between Lincoln Street and Ferris Street should be considered a “*major unpaved street*” and placed on the Township’s Capital Improvement Plan (CIP) for paving in 2020 or 2021 pursuant to Administrative Policies and Procedures Section 15.2.
- c) Install pathway along 160th Avenue after the roadway has been paved.

The Monday night work session is intended to discuss the above and any other alternatives that may be offered.





SUPERINTENDENT'S MEMO

DATE: January 23, 2018
TO: Township Board
FROM: Cargo
SUBJECT: Preliminary Draft – 2019-22 Strategic Plan

Attached, please find a preliminary draft of the Township's Strategic Plan for 2019 through 2022.

No Action is requested. The plan is provided so that it can be discussed at the next Board Work Session on February 11th.

As you may recall, a Strategic Plan is a management activity that ensures the Township's elected officials and staff are working toward common goals and defined outcomes while looking at the internal and external environments that impact the Township's operations. It is broad based with objectives that reflect the mission statement and broad goals.

In the business community – innovation and change are what often drives success. However, for government, success is most often defined as being **stable and predictable**. (*Citizens don't like surprises from their government.*)

At this stage, the strategic plan has been amended only slightly to call attention to a few new priorities, which include:

- ✓ The need for industrial land to ensure that manufacturing continues to be a “pillar” of the area's economy;
- ✓ The proposed expansion of the Township's parks system, which helps continue the high quality of life (*i.e., live where you play*); and,
- ✓ The “Grand Way” initiative that emphasizes continual improvement and customer service.

Again, no action is requested. This preliminary draft is only provided to ensure you are prepared to discuss the matter at the next Board work session.

If you have any questions or comments prior to the meeting, please contact me at your convenience.

GRAND HAVEN CHARTER TOWNSHIP STRATEGIC PLAN

2019 — 2022



GRAND HAVEN TOWNSHIP BOARD

Mark Reenders, Supervisor

William Kieft III, Treasurer

Laurie Larsen, Clerk

Howard Behm, Trustee

Cal Meeusen, Trustee

Ron Redick, Trustee

David Gignac, 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



What is 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 this plan 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 20 years the Township has become the largest of the Northwest Ottawa communities in terms of area (28+ square miles), population (17,000+), and tax base (SEV over \$1 billion). This rapid growth has led to an increased demand for public services.

Although growth is not as robust as the pre-2006 levels, the current growth rate is expected to continue. Consequently, the Township is facing questions regarding the levels of service and capital projects designed to improve both safety and quality of life of its residents.

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



Grand Haven Township strives to meet the changing needs of our community. In 2016, the Resilient Grand Haven Master Plan was adopted. This was a joint effort between the Township and City of Grand Haven. By crafting cohesive plans the greater Grand Haven community is better served.



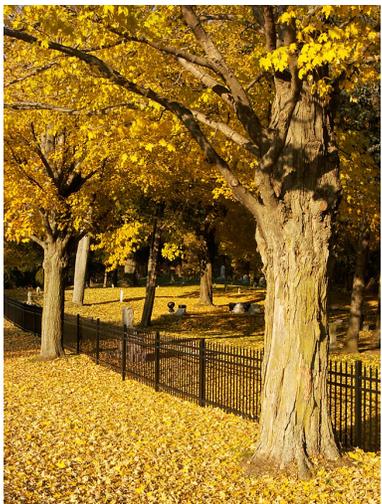
The current Zoning Ordinance was adopted in 1999. To be good stewards of the community's wants and needs, it was determined the Ordinance needed to be updated.



In 2019, the Township is expected to adopt a new Zoning Ordinance. It will support the goals and objectives the community created in the Master Plan. It will also reflect the current qualities of life the community enjoys. For example, outdoor-living is more valued today than it was in the late-90s, so new provisions will support those activities and interests, which have led to our new standard of living.

Improving walkability throughout the Township is another priority. Through a voter-approved millage another 10 miles of pathway is being constructed. The Board has approved a project to install a sidewalk on the south side of Robbins Road, as well as adding mid-block crosswalks on 172nd Avenue at Timber View Apartments and on Lakeshore Drive at the entrance to Rosy Mound.

OUR MISSION



The Mission of Grand Haven Charter Township:

- 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 service experience.
- 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)

FINANCIAL BALANCE

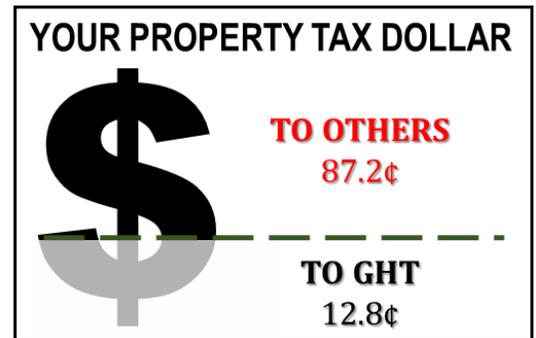


GOAL: Maintain a Healthy Financial Balance that Reflects Current Revenues and Future Projections

Grand Haven Charter Township maintains twelve (12) funds with majority of operations found in nine(9), including the General Fund, Fire/Rescue Fund, Police Services Fund, DDA Fund, Municipal Street Fund, Pathway Fund, IT Fund, Water Fund and Sewer Fund. In general, monies from one fund cannot be transferred to other funds.

The \$3.4± million annual expenditures from the General Fund are the source of many of the services associated with local government, such as assessing, building and zoning services, parks, elections, drain maintenance, 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 are stable with the exception of the building fees that can vary widely.

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 87.8 cents is distributed to others.



General Fund Revenue Sources



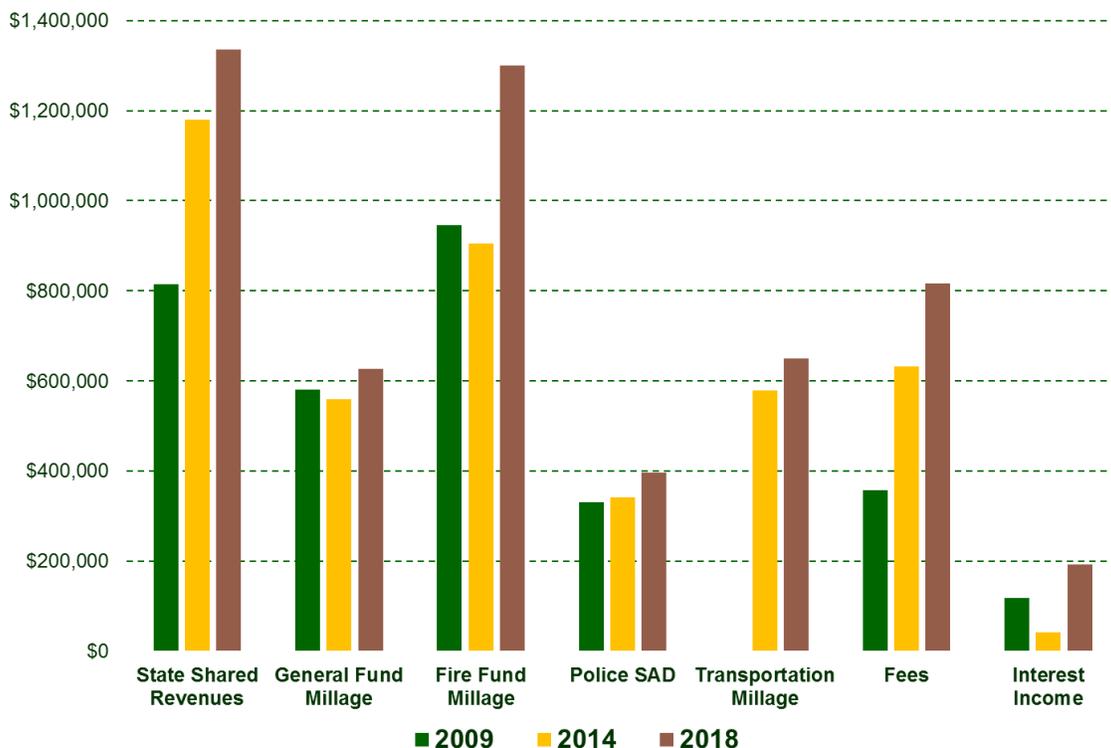
FINANCIAL BALANCE

Objectives:

- Adopt policies that support – “living within our means.”
- Have sufficient financial reserves to respond to emergencies, economic downturns, and future capital spending.
- Prioritize taxing and spending to focus on both safety and “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.



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 and police services*).
- During the annual budget approval process, review department organization, responsibilities, functions, and staffing (*including succession planning*).
- Develop a versatile and professional Township workforce that is cross trained.
- Continue the “Grand Way” program to ensure superior customer service.
- Show appreciation for staff, committee and board service.

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. Sanitary 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. Stormwater 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

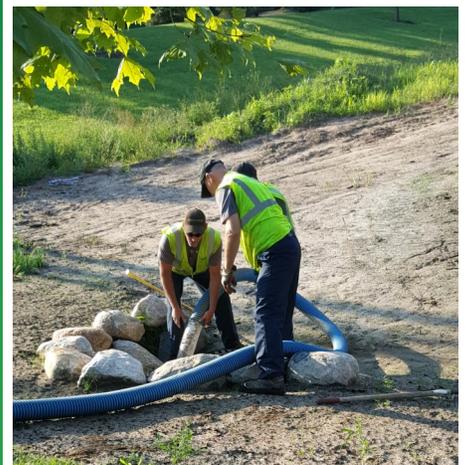
GOAL: Maintain and Improve the Infrastructure that is Necessary to Enhance the Community's Health, Safety, and Quality of Life

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
 ROADS	107.09 Miles of Public Roads 24.21 Primary 40.41 Subdivision 23.79 Paved Local 18.68 Gravel	OCRC Tax Monies Municipal Street Fund General Fund <i>Transportation Revenues are increasing</i>	At the end of 2018, all of the subdivision roads were rated "5" or better on the Pavement Surface Evaluation and Rating System (PASER) where "10" is excellent.
 DRAINS	17 County Drainage Districts	Special Assessments General Fund	All costs are paid through assessments, except for minor maintenance (<i>i.e., less than \$10,000</i>).
 WATER	110.2 Miles of Main Two 500,000 Gallon Elevated Storage Tanks 5 Meter Stations or Vaults 5,360 Taps	Water Use Fees Connection Fees	A cost of service rate study was completed in 2015. Next Study will be in 2020.
 SEWER	30.34 Miles of Main 9 Pump Stations 860 Connections	Sewer Use Fees Connection Fees	A cost of service rate study was completed in 2015. Next Study will be in 2020.
 PATHWAY	28 Miles	Expansion = Millage Maintenance = General & Pathway Fund	Ten mile expansion will be completed in 2019.
 PARKS	<u>Township</u> 6 Parks = 596 Acres <u>Ottawa County</u> 3 Parks = 597 Acres	General Fund Grants	The Township continues discussions to add additional park lands for active recreation immediately south of Hofma Park & Preserve.
 CEMETERIES	Historic Cemetery Lakeshore Cemetery	General Fund User Fees	A planned expansion of the Historic Cemetery will begin in 2019.

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 Corridor Plan
- July 4th Fireworks
- Emergency Management and Planning



North Ottawa Community Health System



Loutit District Library
Expanding Horizons, Enriching Minds



Objectives:

- Share positive progress with the community through articles in the newsletters.
- Regularly communicate and be transparent with the community about the real issues facing the region.
- Identify meaningful ways to engage citizens.
- Collaborate with other governmental agencies to provide essential services, enhance natural resources, and support the local economy.

ECONOMIC DEVELOPMENT



- Ottawa County is ranked 3rd in Michigan and 95th in the U.S. in the total value of agricultural production.
- Tourism attracts nearly \$58 million each year to the greater Grand Haven area.
- Manufacturing provides for about 36% of the jobs in this region. This is more than 8,000 jobs.
- In comparison, only 12% of jobs in Michigan and only 9% 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.

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

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.

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.



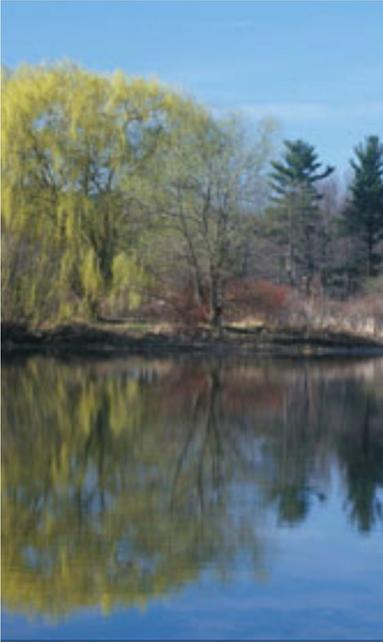
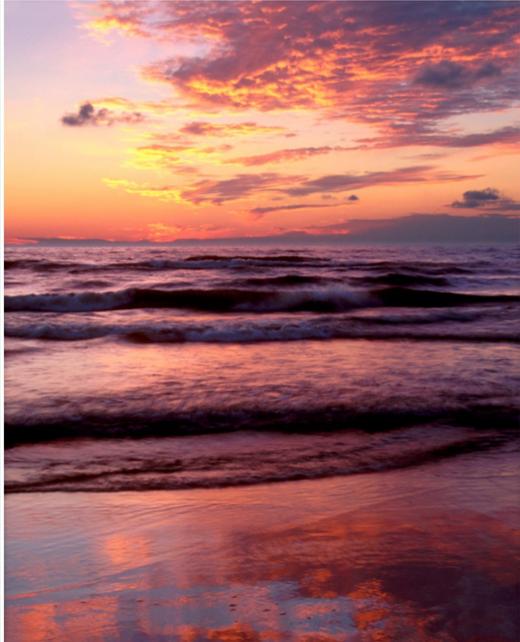
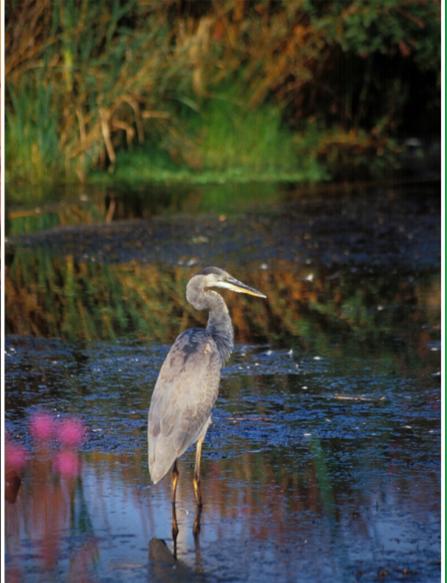
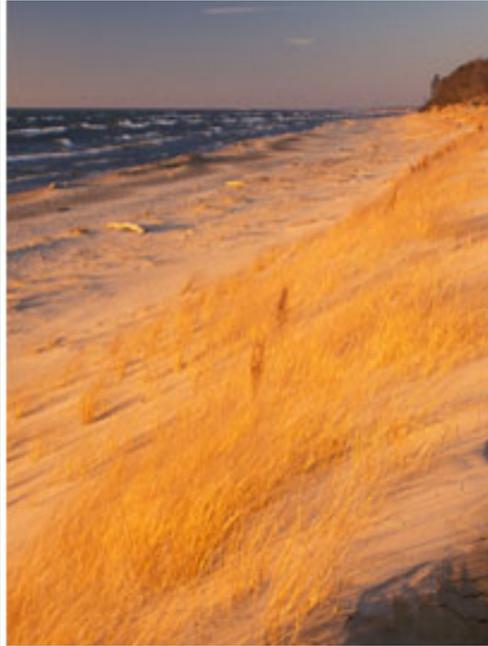
ECONOMIC DEVELOPMENT

“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, private developers, and neighboring municipalities to attract a new industrial park near the US-31 and M-45 intersection.
- 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.
- Expand park land to increase active recreational opportunities.







Administrative Memo

TO: Township Board

FROM: Chief Gerencer and Andrea Dumbrell

DATE: January 24, 2019

RE: Part-Time Firefighter Hire

From October 2018 to December 2018, the Township received approximately six resumes for an open Part-Time Firefighter position. Four of the candidates were offered interviews and the opportunity to complete the agility test.

During December 2018, the selection committee consisting of Tom Gerencer, Fire Chief; Shawn Schrader, Fire Captain; David Marshal, Fire Lieutenant; Matthew Schweitzer, Fire Lieutenant; and, Andrea Dumbrell, Human Resources Director, interviewed two candidates for the open position.

Specific knowledge, skills, experience and residency the selection committee looked for, when evaluating applicants, were:

- High School Diploma; CPR certification, firefighting training & paramedic license
- Live south of Grand Haven's drawbridge and within 7 miles of the Grand Haven Charter Township's Fire Station
- Ability to work under pressure situations and make decisions in emergency situations, while being exposed to extreme temperatures; heavy smoke conditions; chemical, physical, and mechanical hazards; heights and confined spaces
- Flexibility to fill 12 and 24-hour shifts, at the Township's Fire Station, when needed

After review of the interviews and physical agility tests, there was consensus to offer the Part-Time Firefighter position to Matthew Hall. Mr. Hall currently lives in Grand Haven Township and completed his Associates Degree in Fire Science at Lansing Community College. Additionally, Mr. Hall has Firefighter I & II, Wildland Firefighting, Vehicle Extrication, Advanced Vehicle Stabilization, HazMat First Responder Operations, and EMT Basic Certifications.

Previously, Mr. Hall worked for Jackson Community Ambulance as an EMT for a year and a half, before taking his current job at Gentex Corporation.

The Administration and Fire/Rescue Departments, at Grand Haven Charter Township, look forward to working with and training Matthew, and we believe his knowledge, skills, and experience will be valuable assets to our Township.

Under State law, all Fire/Rescue positions, full-time and part-time, must be approved by the Board. If the Board concurs with the Personnel Committee's recommendation to hire Mr. Hall, the following motion could be offered for consideration:

Move to approve the hire of Matthew Hall as a Part-Time Firefighter, effective immediately.

Enclosed is the candidate's application and contingent offer letter. If you have any questions, please do not hesitate to contact Chief Gerencer or Andrea Dumbrell.



December 27, 2018

Matthew Hall
 17164 Dune View Drive, Apt. 306
 Grand Haven, MI 49417

Dear Matthew -

It is with great pleasure that Grand Haven Charter Township makes you a contingent employment offer for the Part-Time Firefighter position. This position reports to Tom Gerencer, Fire/Rescue Chief. Your estimated start date is scheduled for January 15, 2019.

The Part-Time Firefighter position is a part-time, non-exempt position. We are offering you a starting hourly rate of \$17.47 for Run Pay/Station Duty and \$10.03 for Training Pay, paid biweekly. These hourly rates are Step 1 for Pay Grade 1 of the Firefighters' 2019 Wage Scale. Future increases are defined by the Pay Grade 1 Firefighters' Wage Scale, based upon adequate performance and any cost-of-living adjustment that is provided by the Board. Wage adjustments are normally provided on January 1st of each year.

In addition, your compensation package includes the following benefits. These details are for information purposes and are subject to any policy or plan changes:

Benefit	2018	2019	Eligibility
Life Insurance	Township paid coverage of \$30,000	Township paid coverage of \$30,000	Immediate
AD&D Insurance	Township paid coverage of \$30,000	Township paid coverage of \$30,000	Immediate
Employee Assistance Center (EAC)	Covered	Covered	Immediate
Employee Educational Expenses Reimbursement	Subject to applicable waiting periods and policy language		Per policy language
Fire/Rescue Exercise Facility	Available for use by employee and employee's spouse or significant other		Immediate

This employment offer is contingent upon the following:

- Completion of a satisfactory background and reference check
- Approval by Grand Haven Charter Township's Personnel Committee – January 9, 2019
- Approval by Grand Haven Charter Township's Board of Trustees – January 14, 2019
- Passing a drug test
- Satisfactory physical examination, designed solely to determine your physical ability to perform the duties of the position being offered to you.

Please indicate your acceptance of our contingent offer by signing below and returning one copy of the letter, with your original signature, to me no later than 8:00 a.m., on Monday, January 31, 2018. Once you have returned a signed copy of this letter and the enclosed background check release form, I will begin the background checks and contact you about setting up the drug screen/physical. If you have any questions about this offer, please contact me at adumbrell@ght.org or 616.604.6309.

Matthew, we look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding!

Sincerely,



Andrea Dumbrell
Human Resources Director

c. Andrea Sandoval, Accounting Director
Personnel File

I have read and understood the provisions of this offer of employment, and I accept the above conditional job offer. I understand that my employment with Grand Haven Charter Township is considered at will, meaning that either the Township or I may terminate this employment relationship at any time with or without cause or notice.

Date: _____

Signature: _____

SUPERINTENDENT'S MEMO

DATE: January 23, 2019
TO: Township Board
FROM: Cargo
SUBJECT: Summer Concert Series

Attached, please find an agreement regarding the “*Sounds of Summer*” concert series held at Pottawattomie Park. As you recall, this series was a success with good crowds and neither the DPW nor the Sheriff’s deputies reporting any serious problems or difficulties.

A local broadcasting company (WAWL) will be sponsoring the concert series. The General Manager of this local radio station is Eric Kaelin.

In brief, the concert series will run on eight (8) Wednesday evenings, beginning June 19th through August 7th from 6:30 p.m. until 8:30 p.m.

To facilitate this program, GHT needs to approve a license agreement, which is substantially similar to previous agreements approved by the Board for summer concert series. (*See attached.*) GHT employee Kristi Walsh will be working closely with WAWL to ensure that the provisions of the agreement are followed.

If the Board supports continuing the “*Sounds of Summer*” concert series at Pottawattomie Park during 2019, the following motion can be offered:

Move to authorize the Superintendent to execute the proposed agreement authorizing the local broadcasting company (WAWL) to use Pottawattomie Park for the 2019 “*Sounds of Summer*” concert series.

If you have any questions or comments, please contact me at your convenience.

LICENSE AGREEMENT

BETWEEN GRAND HAVEN CHARTER TOWNSHIP and

103.5 WAWL

The Charter Township of Grand Haven, a Michigan charter township, of 13300 168th Avenue, Grand Haven, Michigan 49417 (the “Township”) and 103.5 WAWL, a local broadcasting company, of 1097 Jackson Street, Grand Haven, MI 49417 (“WAWL”) enter into this License Agreement (the “Agreement”).

BACKGROUND FACTS

1. The Township is the owner of Pottawattomie Park (the “Park”), located at 15600 Comstock Street, in the Township.
2. WAWL seek to promote their organization through the appreciation for music.
3. WAWL wishes to assist the Township with the promotion of the Park, and the Township wishes to assist WAWL with the promotion of their organization, through this Agreement.

MUTUAL PROMISES

- A. WAWL will be allowed to use the Park for the 2019 Sounds of Summer Music Series (the “Series”), according to the terms of this Agreement.
- B. The Series will run on eight Wednesday evenings, beginning June 19, 2019 through August 7, 2019 from 7:00 p.m. until 8:30 p.m.
- C. WAWL will be allowed to use the shelter nearest the water at the Park, which shelter shall be reserved for WAWL on the evenings of the Series, from 6:30 p.m. until 8:30 p.m.
- D. WAWL shall not be charged any cost for the reservation of the shelter in question, on the evenings of the Series, during the designated hours.
- E. WAWL shall, by June 1, 2019 deposit \$500.00 with the Township. The Township shall return the deposit to WAWL, promptly after August 20, 2019, provided that WAWL’s use of the Park has not caused damage to the Park. If there has been damage to the Park because of WAWL’s use of the Park, including any damage caused by any person attending the concerts in the Series, then the Township shall have the right to use the \$500.00 to fix the damage and to assess any additional costs to WAWL, which shall be due within 30 days after invoice.
- F. No sale of alcoholic beverages shall be permitted in the Park, whether by WAWL or any other person. However, persons attending the concerts in the series may have alcoholic beverages in their possession, and they may consume alcoholic beverages in the Park from 6:30 p.m. until 8:30 p.m. on the evenings of the Series. This Agreement constitutes the Park Use Permit required by Section 3 of Ordinance No. 59, as amended.
- G. WAWL will provide its own trash bags and receptacles for the use of persons attending the Series at the Park. WAWL will remove all trash left by persons attending the Series at the Park, as well as all WAWL provided trash bags and receptacles. This removal will occur at 8:30 p.m. on each evening of the Series, and will be completed by 9:30 p.m. on each evening. If WAWL fails to timely and completely accomplish this removal process, the Township may assign the work to its staff. If the Township does so, WAWL will be billed

for the Township's expenses for trash removal. Payment from WAWL will be due within 30 days after invoice.

- H. During the evenings of the Series, from 7:00 p.m. until 8:30 p.m. performers at the concerts in the Series will not be subject to the noise limitations established in the Township's Noise Control Ordinance, Ordinance No. 341, as amended. This exemption shall be pursuant to Section 7 of Ordinance No. 341.
- I. WAWL shall, at its expense, provide liability insurance to protect the Township against all liability resulting or arising from the use of the Park pursuant to this Agreement, even if in violation of this Agreement, naming the Township as an additional insured. The insurance provided by WAWL shall be in the minimum amount of \$1,000,000.00 for combined single limit personal injury, bodily injury, and property damage. The rider naming the Township as an additional insured shall be submitted to the Township for review and approval before WAWL uses the Park pursuant to this Agreement. The rider shall further provide that the Township's status as an additional named insured shall not be terminated without thirty (30) days advance written notice to the Township.
- J. WAWL may not assign or in any manner transfer this Agreement to another party.
- K. WAWL's use of the Park pursuant to this Agreement is not exclusive and shall not preclude persons from engaging in other legitimate and lawful use of the Park, even during the hours and evenings covered by this Agreement.
- L. Except as otherwise provided in this Agreement, WAWL shall use the Park in compliance with all Township ordinances and all other applicable laws, rules, and regulations.

GRAND HAVEN CHARTER TOWNSHIP

103.5 WAWL

By: _____
William D. Cargo, Superintendent

By: _____
Eric Kaelin, General Manager

Dated: _____, 2019

Dated: _____, 2019



Superintendent's Memo

DATE: January 22, 2019
TO: Township Board
FROM: Bill
RE: Second Reading –Sewer Rate Ordinances

As you are aware, the Sewer Authority is about to begin a **\$13.45 million** renovation of the Sewer Plant and related lift stations.

With the approval of the construction bids in November and the sale of the bonds in December, the final estimated rate impact can now be determined for each of the communities. These rates are different for each community based upon the benefits received and their sewage flow into the sewer treatment plant.

The rate increases[↑] for the various communities are estimated as follows:

- Ferrysburg City \$2.17 per 1,000 gallons
- Spring Lake Village \$1.10 per 1,000 gallons
- Spring Lake Township \$1.10 per 1,000 gallons
- **Grand Haven Township \$0.59 per 1,000 gallons**
- Grand Haven City \$0.54 per 1,000 gallons

For Grand Haven Township, the sewer usage rate will increase[↑] from the current \$3.51/1,000 gallons to \$4.10/1,000 gallons. *(This is an increase of 16.8%.)* Recall that this rate increase was included in the FY 2019 budget.

As more users connect to the Township's sewage collection system (*currently there are 858 connections*), this rate increase associated with the plant renovation is expected to decrease from 59 cents to 50 cents per 1,000 gallons, when the bonds are fully paid in 2038. *(In addition, the \$2.5 million appropriation from the State will likely create a surplus at the end of this Sewer Plant project in or around June of 2021 that could be used to offset bond payments and lower future sewer usage rates.)*

Further, the adequacy of the utility rates for both the Water Distribution System and Sewer Collection System will be reviewed with a specialized utility rate study scheduled for 2020.

In order to adopt the rate necessary to pay for the bonds, the Sewer Useage Sewer Rate Ordinance, Exhibit "A" must be amended. (*The changes are highlighted in "yellow".*)

To approve with the Sewer Use Rate increase, the following motion can be offered as a second reading of the amendment to the Sewer Rate Ordinance: (*This requires a roll call vote.*)

Move to approve and adopt the ordinance amendment to the Sewer Rate Ordinance. This ordinance amendment implements a 59 cents per 1,000 gallons increase to pay for the recently approved bonds being used to renovate the sewer plant and related lift stations. This is the second reading.

If you have any questions or comments, please contact me at your convenience.

ORDINANCE NO. ***

**SEWER RATE 2016 – 2020 AMENDMENT ORDINANCE
GRAND HAVEN CHARTER TOWNSHIP**

**AN ORDINANCE TO AMEND THE SEWER USE RATE TABLE
CONTAINED WITHIN EXHIBIT “A” OF THE CHARTER
TOWNSHIP OF GRAND HAVEN SEWER RATE ORDINANCE
AMENDING THE RATE STRUCTURE.**

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

Section 1. **RATE STRUCTURE.** The Sewer Use Rate Table contained within Exhibit A of the Sewer Rate Ordinance re-stated for 2019 and 2020 as follows:

Sewer Use Rate per 1,000 gallons*

Rate	Monthly	Q	Q2	Q3
\$3.23	Jan. 1, 2016	Jan.1, 2016	Feb. 1, 2016	March 1, 2016
\$3.32	Jan. 1, 2017	Jan.1, 2017	Feb. 1, 2017	March 1, 2017
\$3.41	Jan. 1, 2018	Jan.1, 2018	Feb. 1, 2018	March 1, 2018
\$4.10	March 1, 2019	April 1, 2019	May 1, 2019	March 1, 2019
\$4.20	Jan. 1, 2020	Jan.1, 2020	Feb. 1, 2020	March 1, 2020

* All residential customers are charged a minimum of 1,000 gallons per month.

Section 2. **EFFECTIVE DATE.** This Ordinance was approved and adopted by the Township Board on January 28, 2019, after introduction and a first reading on January 14, 2019, and publication after such reading as is required by Michigan Act 359 of 1947, as amended. This Ordinance shall be effective on February __, 2019.

Mark Reenders
Township Supervisor

Laurie Larsen
Township Clerk

CERTIFICATE

I, Laurie Larsen, the Clerk for the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing Deferred Compensation Agreement Restatement Ordinance was adopted at a regular meeting of the Township Board held on January 28, 2019. The following members of the Township Board were present at that meeting: _____ . The following members of the Township Board were absent: _____ . The Ordinance was adopted by the Township Board with members of the Board _____ voting in favor and _____ members of the Board voting in opposition. Notice of Adoption of the Ordinance was published in the Grand Haven Tribune on _____, 2019.

Laurie Larsen, Clerk
Grand Haven Charter Township

Resolution 19-01-03

At a regular meeting of the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, held at the Township Hall at 13300 168th Avenue, Grand Haven Charter Township, Ottawa County, Michigan, on the 28th day of January 2019, at 7:00 p.m., local time.

PRESENT:

ABSENT:

The Supervisor called the meeting to order. After certain matters of business were concluded, the Supervisor stated the next order of business of the meeting was to consider a short-term policy to waive late fees and penalties for federal government workers.

Discussion followed with respect to the proposed list. After completion of this discussion, the following resolution was offered by _____ and supported by _____:

RESOLUTION #19-01-03
Approving Short-Term Policy Waiving Fees and Penalties

WHEREAS, pursuant to the Township’s Sewer Rate Ordinance and Water Rate Ordinance, late utility fees shall be deemed delinquent and result in penalties and/or shut-off of service, and,

WHEREAS, the Federal Government partial shut-down may result in some furloughed federal employees being delinquent on their utility bills; and,

WHEREAS, Congress approved legislation that the President has signed which guarantees back pay for federal government employees who have been furloughed during the partial federal government shutdown; and,

WHEREAS, the newly signed law not only guarantees that furloughed federal government workers will receive their back pay, but also specifies workers will get back pay as quickly as possible after the President signs appropriations bills that end the shutdown, even if that means some paychecks will be sent out off cycle; and,

WHEREAS, the Township has Coast Guard families and other families of furloughed federal government employees living within our boundaries; and,

WHEREAS, these furloughed federal employees consist of only a small percentage of the 17,000+ Township residents; and,

WHEREAS, the Township’s Enterprise Funds will not be significantly impacted by the delayed payment of water and/or sewer bills from furloughed federal employees.

BE IT RESOLVED, that if a federal government employee identifies themselves (*i.e., shows federal government identification*) and claims that they have been furloughed due to the partial federal government shut-down (*i.e., no pay*), Grand Haven Charter Township will:

- Allow residential utility payments (*i.e., water and/or sewer bills*) to be delayed up to 30 days after the President signs appropriations bills that end the partial federal government shutdown; and,
- Waive all late fees and penalties associated with such late payment.

BE IT FURTHER RESOLVED, that all resolutions or motions in conflict herewith in whole or in part are revoked to the extent of such conflict.

YES:

NO:

ABSENT:

RESOLUTION DECLARED ADOPTED.

Dated: January 28, 2019

Township Clerk
Laurie Larsen

CERTIFICATE

I, the undersigned, the duly qualified and acting Township Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting of the Township Board held on the 28th day of January 2019. I further certify that public notice of the meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and that the minutes of the meeting were kept and will be or have been made available as required by the Act.

Township Clerk
Laurie Larsen

EXCERPTS OF MINUTES

At a regular meeting of the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, held at 13300 168th Avenue, Grand Haven Charter Township, Ottawa County, Michigan, on the 28th day of January 2019 at 7:00 p.m., local time.

PRESENT: _____

ABSENT: _____

The Township Supervisor advised the Township Board that the next order of business was the consideration of the commencement of special assessment district proceedings pursuant to Michigan Act 188 of 1954, as amended, for the acquisition and construction of certain street improvements as set forth in the following Resolution.

After discussion, the following Resolution was offered by _____ and supported by _____:

RESOLUTION #19-01-04

WHEREAS, the Township Board requires the filing of a petition meeting the requirements of Section 3, subsection (3) of Michigan Act 188 of 1954, as amended (“Act 188”), before commencing special assessment proceedings pursuant to Act 188 for street improvements; and

WHEREAS, the Township Board has received petitions requesting that the Township acquire and construct certain street improvements in the Township to be located as hereinafter set forth; and

WHEREAS, the petitions have been signed by the record owners of lands constituting more than 50 percent (*i.e.* 60.81 percent) of the frontage in the proposed special assessment district described hereinafter; and

WHEREAS, the Township Board has the power and authority pursuant to Act 188, to proceed to acquire and construct such street improvements and to assess all or a part of the cost thereof to the properties to be benefitted;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF GRAND HAVEN, OTTAWA COUNTY, MICHIGAN, AS FOLLOWS:

1. The Township Board, acting on the basis of petitions which it has received in accordance with Act 188, tentatively declares that it desires to proceed on the basis of these petition(s) with the acquisition and construction of the following described street improvements and, accordingly, pursuant to Act 188, directs the Township Superintendent to employ the Ottawa County Road Commission, and registered engineers on its engineering staff, to prepare plans describing the street improvements, their location, and their estimated cost. The street improvements shall consist

generally of the following: prime and double chip Warner Street from the railroad tracks west to 168th Avenue, at an appropriate cost of \$40,000.00, plus \$1,000.00 for administrative, legal, and publishing costs.

2. These plans and the estimated cost for the improvement shall be prepared with reference to a proposed special assessment district to consist of lands located in Grand Haven Charter Township, Ottawa County, Michigan.

3. The plans and the estimate of cost for the improvement shall be filed with the Township Superintendent.

4. The Township Board shall meet at 13300 168th Avenue, Grand Haven Charter Township, Ottawa County, Michigan, on the 25th day of February 2019, at 7:00 p.m., local time, to meet, hear, and consider any objections to the above-referenced petition(s), to the proposed street improvements, and to the proposed special assessment district. Notice of the hearing will be given by publishing the same twice prior to the hearing in a newspaper circulating in the Township, and also by mailing the notices, as required by Michigan Act 162 of 1962, as amended, Act 188, and Michigan Act 64 of 1989, as amended, by first-class mail, postage fully prepaid, to each owner of, or party in interest in, any and all property to be assessed for this improvement in the special assessment district tentatively established therefore, whose name appears upon the last Township tax assessment records, addressed to each such owner or party at the address as shown on the tax records; the mailing and the first such publication shall be at least 10 days before the date of the hearing. The last Township tax assessment records from which the names and addresses are taken shall consist of the last Township assessment roll for ad valorem tax purposes that has been reviewed by the Township Board of Review, as supplemented by any subsequent changes in the names or addresses of such owners or parties listed on that roll. If an owner's name does not appear on the Township tax assessment records, then notice was given to the owner at the address shown on the records of the Ottawa County Register of Deeds.

5. All resolutions in conflict with this resolution are revoked to the extent of such conflict.

YES: _____

NO: _____

RESOLUTION DECLARED ADOPTED.

Dated: January 28, 2019

Laurie Larsen, Township Clerk

CERTIFICATE

I, the undersigned, the duly qualified and acting Township Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing is a true and complete copy of a Resolution adopted by the Township Board at a regular meeting of the Township Board held on the 28th day of January 2019. I further certify that public notice of the meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and that the minutes of the meeting were kept and will be or have been made available as required by the Act.

Laurie Larsen, Township Clerk