

**GRAND HAVEN CHARTER TOWNSHIP BOARD**  
**MONDAY, MARCH 25, 2019**

**WORK SESSION – 6:30 P.M. (Note Later Start Time)**

1. Health Pointe Tax Exemption Application (*Closed Session*)

**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 March 11, 2019 Regular Board Minutes
  2. Approve Payment of Invoices in the amount of \$242,572.18 (*A/P checks of \$119,973.46 and payroll of \$122,598.72*)
  3. Approve and Execute the Millhouse Bayou PUD & Private Road Contracts
  4. Approve 2019 Pathway Construction Contract #1 – Lincoln Street (\$762,716.50) with Al's Excavating, Inc.
- VI. PUBLIC HEARINGS
  1. Warner Street East – Special Assessment District (*on necessity*)
  2. MNRTF Land Development Grant Application
  3. Warner Street West – Special Assessment District (*on assessment roll*)
- VII. OLD BUSINESS
  1. Resolution 19-03-01 – Warner Street West SAD – Fourth Resolution
  2. Resolution 19-03-02 – Warner Street East SAD – Second Resolution
  3. Resolution 19-03-03 – Warner Street East SAD – Third Resolution
  4. Resolution 19-03-04 – 2019 MNRTF Land Development Grant Application
  5. Second Reading – Ordinance Amendment – Shutoff for Refusal to Provide Access to Water Meter
- VIII. NEW BUSINESS
  1. Resolution 19-03-05 – Approve Waste Hauling License for Allied Waste (dba Republic Services of Muskegon)
  2. Resolution 19-03-06 – Petition for Maintenance and Improvement of Warber Drain
  3. Resolution 19-03-07 – Blue Water Trail Water Main SAD – First Resolution
  4. Resolution 19-03-08 – Amend Sick Leave Policy to Comply with PMLA
  5. Resolution 19-03-09 – Amend Paid Time Off Policy to Comply with PMLA
- IX. REPORTS AND CORRESPONDENCE
  1. Committee Reports
  2. Manager's Report
    - a. January
  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, MARCH 11, 2019**

**WORK SESSION – 6:00 P.M.**

1. The Board discussed the sanitary sewer costs for a proposed David Bos residential development on the Grand River near 160<sup>th</sup> Avenue.

The Board authorized Supervisor Reenders to meet directly with the Grand Haven City Mayor and David Bos to discuss the proposed sewer trunkage costs.

2. The Board discussed the draft of the 2019 – 2022 Strategic Plan. The Board tentatively approved the plan and instructed staff to schedule a public hearing on April 8<sup>th</sup>.

**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:** Reenders, Behm, Meeusen, Redick, Larsen, Kieft, Gignac  
**Board members absent:**

Also, present was Manager Cargo and Public Services Director VerBerkmoes.

IV. APPROVAL OF MEETING AGENDA

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

V. APPROVAL OF CONSENT AGENDA

1. Approve February 25, 2019 Regular Board Minutes
2. Approve Payment of Invoices in the amount of \$748,922.22 (*A/P checks of \$639,039.62 and payroll of \$109,882.60*)
3. Approve ToolCat Purchase (*\$73,161 or \$2,839 under ↓ budget*)

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

VI. OLD BUSINESS

1. **Motion** by Trustee Behm supported by Clerk Larsen to approve and adopt the new Consumer Fireworks Ordinance until the next Board meeting on March 11<sup>th</sup>, which includes Coast Guard Saturday as an additional day. This is a second reading. **Which motion carried** pursuant to the following roll call vote:

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

VII. NEW BUSINESS

1. **Motion** by Trustee Gignac supported by Trustee Meeusen to postpone further action on the proposed amendment to the Water System Ordinance regarding meters and right of entry until the March 25<sup>th</sup> Board meeting. This is a first reading. **Which motion carried.**

VIII. REPORTS AND CORESPONDENCE

- a. Committee Reports – The Personnel Committee will meet on March 13<sup>th</sup> at 7:00 a.m.
- b. Manager’s Report, which included:
  - i. February Building Report
  - ii. February Enforcement Report
  - iii. February DPW Report
  - iv. January Legal Review
- c. Others

IX. PUBLIC COMMENTS

Craig Yoas (*16620 Pine Dunes Court*) opined on the pathway not being installed within the MDOT right-of-way stating that the intersection at Ferris and 168<sup>th</sup> is dangerous, that there is no pedestrian access to the US-31 strip mall, that staff did not apply for a state permit, and that the pathway should be considered part of the transportation system.

Public Services Director VerBerkmoes agreed that MDOT views the pathway as “recreational” and not part of the transportation system; refuted that the 168<sup>th</sup> and Ferris intersection is “dangerous,” and agreed that staff had not applied for a ROW permit because previous discussions with MDOT led staff and the engineering firm to conclude that MDOT would not allow structures within the ROW. VerBerkmoes noted that staff and the engineering firm is in the process of reviewing this consensus determination with MDOT.

X. ADJOURNMENT

**Motion** by Clerk Larsen and seconded by Treasurer Kieft to adjourn the meeting at 7:32 p.m. **Which motion carried.**

Respectfully Submitted,

Laurie Larsen  
Grand Haven Charter Township Clerk

Mark Reenders  
Grand Haven Charter Township Supervisor

# SUPERINTENDENT'S MEMO

DATE: March 21, 2019

TO: Township Board

FROM: Cargo & Schmidt

SUBJECT: Health Pointe Tax Exemption – Board Response

As you may recall, Assessor Schmidt denied the Health Pointe tax exemption application because additional information was necessary before he could make determination on the merits of the application.

Health Pointe appealed this decision to the Township Board of Review – an independent Board that hears any assessment appeal and can grant exempt status for non-profit organizations or charities.

That said, the Grand Haven Charter Township Board of Review thoroughly reviewed and carefully considered the Health Pointe tax exemption application, the additional information provided by Health Pointe, and input from Attorney Wood before concluding that exemption must be granted as submitted pursuant to state statute and case law.

At this point, the Township Board needs to decide if it wants to appeal the BOR decision. That said, Attorney Bultje will be at the work session to answer three basic questions, which include:

- ✓ What would be the steps to appeal the Board of Review Health Pointe decision (*e.g., start with MTT, etc.*)?
- ✓ What would the estimated legal costs of each of the steps? Total estimated cost if carried to the Michigan Supreme Court?
- ✓ Are there any viable alternatives to appealing the BOR decision (*e.g., join other pending appeals, etc.*)?

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



GRAND HAVEN CHARTER TOWNSHIP

## Community Development Memo

DATE: March 20, 2019  
TO: Township Board  
FROM: Stacey Fedewa, AICP – Community Development Director  
RE: Millhouse Bayou Condos – PUD and Private Road Contracts

### BACKGROUND

On November 12<sup>th</sup> the Township Board approved the Millhouse Bayou Condos PUD. Two conditions of that approval were the execution of a PUD Contract and Private Road Maintenance Agreement. The Contracts have been executed by the developer, and are ready for Township signatures.

### MOTION

To approve the Contracts, the following motion can be offered:

**Motion to authorize Supervisor Reenders and Clerk Larsen to execute the Millhouse Bayou Condos PUD Contract and Private Road Maintenance Contract.**

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

**COPY**

## **MILLHOUSE BAYOU CONDOMINIUMS PUD CONTRACT**

THIS MILLHOUSE BAYOU CONDOMINIUMS PUD CONTRACT (the "Contract") is made between the Charter Township of Grand Haven, a Michigan charter township, whose address is 13300 - 168<sup>th</sup> Avenue, Grand Haven, Michigan 49417 (the "Township"), and T. Bosgraaf Homes, LLC, a Michigan limited liability company, with offices at 148 South River, Suite 100, Holland, Michigan 49423 (the "Developer"), with reference to the following facts and circumstances.

A. The Developer has applied to the Township for planned unit development approval (the "PUD") under the Township's Zoning Ordinance (the "Ordinance").

B. The PUD will be constructed on property (the "Property") in the Township legally described in Exhibit A, and further depicted on Exhibit B, both attached to and made a part of this Contract.

C. The Township has given the Developer approval of the PUD, contingent upon an appropriate written agreement approved by the Township's attorney and executed by the Township and the Developer.

THEREFORE, in consideration of the Township's approval of the PUD, and pursuant to the condition of approval that the Township and the Developer enter into this Contract, the parties agree as follows.

1. The Developer shall comply with all of the documentation (the "Documentation") submitted by the Developer and its representatives to the Township for this PUD, to the extent that the documentation is consistent with any other conditions placed upon the PUD. The Documentation is incorporated by reference into this Contract. The Documentation also includes the minutes of the Grand Haven Charter Township Board dated November 12, 2018.

2. The PUD shall comply with all of the conditions set forth in the Township Board Motion adopted by the Township Board at its meeting on November 12, 2018, which incorporated the Board Report. The Board Report sets forth all of the conditions of approval attached to this PUD.

3. If the Developer fails to comply with all of the conditions established for the PUD, or if the Developer otherwise defaults in the construction of the PUD, the Township shall have the option to withdraw its PUD approval, to withdraw any building or other permits issued for the PUD or any buildings or structures within the PUD, to pursue all of its legal remedies provided

under the Ordinance, and to pursue all other legal options available to the Township under the laws of the State of Michigan.

4. This Contract shall inure to the benefit of and be binding upon the parties and their respective successors and permitted assigns. All notices and other documents to be served or transmitted shall be in writing and addressed to the parties at the addresses stated on page 1 of this Contract, or such other address or addresses as shall be specified by the parties from time to time and may be served or transmitted in person or by ordinary mail properly addressed and with sufficient postage. This Contract has been executed in the State of Michigan and shall be governed by Michigan law. The waiver by any party 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 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. Any 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 its terms and provisions. All attached exhibits are incorporated by reference as though fully stated in the Contract. This Contract may not be amended other than by a written document signed by both parties.

The parties have executed this Contract as of the dates noted below.

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

**T. BOSGRAAF HOMES, LLC,**  
a Michigan limited liability company

By: \_\_\_\_\_  
Mark Reenders, Supervisor

By:  \_\_\_\_\_  
Michael L. Bosgraaf  
Its: Member

By: \_\_\_\_\_  
Laurie Larsen, Clerk

Dated: 3/8 \_\_\_\_\_, 2019

Dated: \_\_\_\_\_, 2019

STATE OF MICHIGAN     )  
  )ss.



**EXHIBIT A**

**Legal Description of the Property**

PARCEL DESCRIPTIONS  
Millhouse Bayou Condominiums

**UNADDRESSED BIGNELL DRIVE** **70-07-01-151-011**

LOT 8 BLK 23 EXC W 200 FT, ALSO EXC THAT PART LYING S OF A LI COM 530 FT S 88D 31M 58S E FROM SW COR LOT 8, RUNNING TH N 89D 29M 02S E TO E LI OF LOT 8. BORCK'S SUPERVISORS PLAT NO. 1

**15014 BIGNELL DRIVE** **70-07-01-151-056**

LOT 5 BLK 23, EXC E 150 FT LYING N OF MILLHOUSE BAYOU, ALSO EXC COM W 1/4 COR SEC 1, T7N R16W, TH S 88D 31M 58S E 563 FT TO SE COR OF W 530 FT OF LOT 7, TH N 0D 14M 31S W 165.1 FT TO BEG, TH S 88D 31M 58S E TO E LI OF LOT 5, TH N'LY ALG E LI LOT 5 TO A PT BEARING N 89D 29M 02S E FROM PT OF BEG, TH S 89D 29M 02S W TO BEG. BORCK'S SUPR PLAT NO.1

EXHIBIT B

**MILLHOUSE BAYOU CONDOMINIUMS**  
Preliminary Planned Unit Development



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Submitted by | T Bosgraaf Homes, LLC | Nederveld, Inc.

September 24, 2018

GRAPIDS 90425-4 545644v1

**COPY**

**PRIVATE DRIVEWAY MAINTENANCE SPECIAL ASSESSMENT CONTRACT**

THIS PRIVATE DRIVEWAY MAINTENANCE SPECIAL ASSESSMENT CONTRACT ("Contract") is entered into by and between Grand Haven Charter Township, a Michigan charter township, whose address is 13300 - 168<sup>th</sup> Avenue, Grand Haven, Michigan 49417 (the "Township") and T. Bosgraaf Homes, LLC, a Michigan limited liability company, with offices at 148 South River, Suite 100, Holland, Michigan 49423 (the "Developer"), and is made with reference to the following facts and circumstances.

**RECITALS**

A. The Developer desires to develop as a planned unit development (the "Development") the lands described on Exhibit A (the "Property").

B. The Township approved the planned unit development for the Development, which includes a private driveway, which will function as a private road (as further depicted on Exhibit B).

C. Township approval of the private driveway was further subject to the condition that the Developer enter into a special assessment agreement for private driveway maintenance with the Township in the event the Developer fails to maintain the private driveway per the Township's maintenance requirements established by ordinance for private roads.

D. The Township and the Developer are desirous of entering into a special assessment agreement for private driveway maintenance for the Development in the event Developer fails to maintain the private driveway per the Township's maintenance requirements established by ordinance for private roads.

**AGREEMENT**

NOW, THEREFORE, the parties agree as follows:

Section 1. Special Assessment. In the event the Developer fails to maintain the private driveway as provided under Township ordinances for private roads, the Township shall, accordingly, issue a notice of default to Developer. In the event the Developer fails to cure such default within 30 days, the Developer agrees to the imposition of a special assessment or

Draft Date  
02/22/19

assessments on all or any of the lands and units within the Development for the purpose of maintaining the private driveway in the Development. The special assessment or assessments may be imposed to pay all reasonable costs and expenses related to the maintenance of the private driveway, including without limitation engineering costs, construction costs, permit costs, legal and financing charges, and all other costs and expenses associated with the maintenance of the private driveway.

Section 2. Establishment of Special Assessments. The Developer agrees that the special assessment or assessments described in Section 1 above can be imposed by the Township pursuant to any statute or statutes of the State of Michigan, as the same may be amended from time to time, now or hereafter adopted, which authorize the Township to establish a special assessment district for private road maintenance. The Developer agrees that the lands and lots located within the Development can be included in one or more special assessment districts.

Section 3. Cooperation. The Developer agrees that it will cooperate fully and completely with the Township with respect to the imposition of the special assessment or assessments described in Section 1 above. Without limiting the generality of the immediately preceding sentence, the Developer agrees to execute any petition circulated for the purpose of establishing a private driveway special assessment district and to refrain from signing any petition opposing or objecting to the creation or establishment of a special assessment district. In addition, it is agreed that the execution of this Contract by the Developer shall act as a signature by the Developer and all future owners of all lands and lots included within the Development as a petition for the maintenance of such private driveway or, in the alternative, as waiving any objections to the establishment of a special assessment district for the maintenance of such private driveway.

Section 4. Lien. Subject to the default provisions of Section 1 above, this Contract shall constitute a lien on all lands and lots located within the Development in such amount as may be necessary to pay the cost of maintaining such private driveway. The costs and expenses included within the scope of this lien shall include all costs and expenses relating to the acquisition, construction, and completion of the private driveway maintenance, including without limitation engineering costs, construction costs, permit costs, legal financing charges, and all other costs and expenses associated with the acquisition, construction, and completion of private driveway maintenance.

Section 5. Binding Effect. It is the intent of the parties to make this Contract binding on the Developer, its successors and assigns and all parties who may at any time own or acquire any interest in any lands or lot or unit located within the Development. All obligations provided in this Contract with respect to the Developer shall also apply to all parties who at any time purchase any lands or units located within the Development.

Section 6. Recording. This Contract shall be recorded in the office of the Ottawa County Register of Deeds as notice to all parties purchasing lands in the Development of the provisions and requirements of this Contract which apply to the imposition of special assessments to pay the

cost of acquiring, constructing, and completing private driveway maintenance in the Development.

Section 7. Miscellaneous. This Contract shall inure to the benefit of and be binding upon the parties and their respective successors and permitted assigns. All notices and other documents to be served or transmitted shall be in writing and addressed to the parties at the addresses stated on page 1 of this Contract, or such other address or addresses as shall be specified by the parties from time to time and may be served or transmitted in person or by ordinary mail properly addressed and with sufficient postage. This Contract has been executed in the State of Michigan and shall be governed by Michigan law. The waiver by any party 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 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. Any 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 its terms and provisions. All attached exhibits are incorporated by reference as though fully stated in the Contract. This Contract may not be amended other than by a written document signed by both parties.

IN WITNESS WHEREOF, the Township and the Developer have executed this Contract on the dates noted below.

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

**T. BOSGRAAF HOMES, LLC,**  
a Michigan limited liability company

By: \_\_\_\_\_  
Mark Reenders, Supervisor

By:  \_\_\_\_\_  
Michael L. Bosgraaf  
Its: Member

By: \_\_\_\_\_  
Laurie Larsen, Clerk

Dated: 3/8 \_\_\_\_\_, 2019

Dated: \_\_\_\_\_, 2019

STATE OF MICHIGAN     )  
  )ss.  
COUNTY OF OTTAWA     )

The foregoing Contract was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by Mark Reenders and Laurie Larsen, respectively the Supervisor and the Clerk of Grand Haven Charter Township, a Michigan charter township, on behalf of the Township.

\_\_\_\_\_  
Notary Public, Ottawa County, Michigan  
Acting in Ottawa County, Michigan  
My Commission expires: \_\_\_\_\_

STATE OF MICHIGAN     )  
  )ss.  
COUNTY OF OTTAWA     )

The foregoing Contract was acknowledged before me this 8th day of March, 2019, by Michael L. Bosgraaf, who, being duly sworn says that he is a member of T. Bosgraaf Homes, LLC, a Michigan limited liability company, and that he has executed the Contract on its behalf.

TONI K. VANSINGEL  
Notary Public, State of Michigan  
County of Kent  
My Commission Expires Dec. 22, 2019  
Acting in the County of Ottawa

  
\_\_\_\_\_  
Notary Public, Ottawa County, Michigan  
Acting in Ottawa County, Michigan  
My Commission expires: \_\_\_\_\_

Prepared by:  
Ronald A. Bultje (29851)  
Dickinson Wright PLLC  
200 Ottawa Avenue, N.W.  
Suite 1000  
Grand Rapids, MI 49503  
(616) 336-1007

## EXHIBIT A

### Legal Description of Property

PARCEL DESCRIPTIONS  
Millhouse Bayou Condominiums

**UNADDRESSED BIGNELL DRIVE** **70-07-01-151-011**

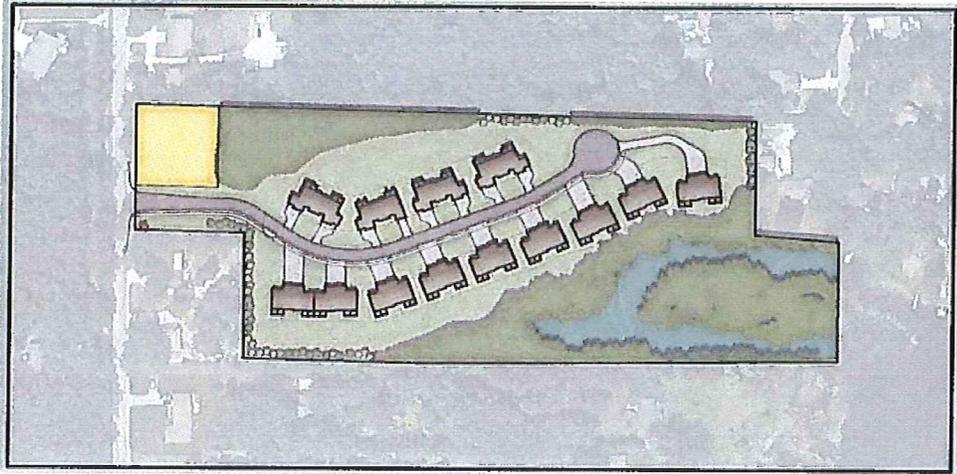
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**EXHIBIT B**

**MILLHOUSE BAYOU CONDOMINIUMS**  
Preliminary Planned Unit Development



Submitted by | T Bosgraaf Homes, LLC | Nederveld, Inc.

September 24, 2018

GRAPIDS 90425-4 545655v1



## Manager's Memo

DATE: March 21, 2019  
TO: Township Board  
FROM: Cargo  
RE: Approve Low Bid – Contract No. 1 – 2019 Pathway Extension (*Lincoln Street*)

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Construction bids for Contract No. 1 – 2019 Pathway Extension (*Lincoln Street*) project were opened on Thursday, March 21<sup>th</sup>.

There were five (5) firms that bid on this project ... with bids ranging from a low **\$762,717** to a high of **\$1,051,234**. (*It should be noted that the low bid was about 22% below the final estimate for this pathway project and was \$20,271 below↓ the next lowest bid.*)

The low bid was from Al's Excavating, Inc. (*Hamilton, Michigan*). (*See attached bid tabulations.*)

Prien and Newhof is recommending that the Township award the construction contract to Al's Excavating, Inc. and note the Al's Excavating has completed several path projects in Holland and Park Township.

If the Board agrees with the recommendation from P&N, the following motion can be offered:

**Move to award the Contract No. 1 – 2019 Pathway Extension (i.e., Lincoln Street) to Al's Excavating, Inc. for the bid price \$762,716.50 and to authorize Superintendent Cargo to execute the necessary construction contract.**

If there are any questions or comments prior to the meeting, please contact me.

# Prein&Newhof

Engineers • Surveyors • Environmental • Laboratory  
 3355 Evergreen Dr. NE Grand Rapids, MI 49525  
 t. (616) 364-8491 f. (616) 364-6955

## Bid Tabulation

| Owner:<br>Grand Haven Charter Township                                    |                                     |                       |      | 1st   |              | 2nd   |              | 3rd  |              |
|---|-------------------------------------|-----------------------|------|---|--------------|---|--------------|--|--------------|
| Project Title:<br>2019 Non-Motorized Pathway, Contract 1 - Lincoln Street |                                     |                       |      | Al's Excavating<br>4515 134th Ave<br>Hamilton, MI 49419 |              | Schmidt Brothers<br>16064 Winians St<br>Grand Haven, MI 49417 |              | Redline Excavating<br>PO Box 1405<br>Holland, MI 49422 |              |
| Bid Date & Time:<br>March 21, 2019 at 10:00 AM                            |                                     | Project #:<br>2180515 |      |   |              |   |              |  |              |
| Item No.  | Description                         | Quantity              | Unit | Unit Price  | Total Amount | Unit Price  | Total Amount | Unit Price   | Total Amount |
| 1   | Mobilization, Max 10% of Total      | 1.0                   | Lsum | \$27,000.00   | \$27,000.00  | \$22,000.00   | \$22,000.00  | \$80,380.00  | \$80,380.00  |
| 2   | Traffic Control                     | 1.0                   | Lsum | \$20,000.00   | \$20,000.00  | \$14,850.00   | \$14,850.00  | \$39,850.00  | \$39,850.00  |
| 3   | Erosion Control, Inlet Protection   | 6.0                   | Ea   | \$100.00  | \$600.00     | \$75.00   | \$450.00     | \$125.00   | \$750.00     |
| 4   | Erosion Control, Mulch Blanket      | 990.0                 | Syd  | \$2.00  | \$1,980.00   | \$3.00  | \$2,970.00   | \$1.35   | \$1,336.50   |
| 5   | Erosion Control, Silt Fence         | 920.0                 | Ft   | \$2.00  | \$1,840.00   | \$1.75  | \$1,610.00   | \$1.85   | \$1,702.00   |
| 6   | Clearing, Brushing and Tree Removal | 106.5                 | Sta  | \$926.00  | \$98,619.00  | \$1,000.00  | \$106,500.00 | \$720.00   | \$76,680.00  |
| 7   | Shared Path Grading                 | 10,650.0              | Ft   | \$7.00  | \$74,550.00  | \$11.26   | \$119,919.00 | \$11.05  | \$117,682.50 |
| 8   | Turf Restoration                    | 10,650.0              | Ft   | \$2.75  | \$29,287.50  | \$5.00  | \$53,250.00  | \$6.10   | \$64,965.00  |
| 9   | 6 inch Conc. Sidewalk Ramp          | 480.0                 | Sft  | \$5.00  | \$2,400.00   | \$10.00   | \$4,800.00   | \$9.00   | \$4,320.00   |
| 10  | 6 inch Conc. Pad                    | 50.0                  | Sft  | \$10.00   | \$500.00     | \$10.00   | \$500.00     | \$9.00   | \$450.00     |
| 11  | Detectable Warning Surface          | 48.0                  | Ft   | \$33.00   | \$1,584.00   | \$50.00   | \$2,400.00   | \$60.00  | \$2,880.00   |

# Prein&Newhof

Engineers • Surveyors • Environmental • Laboratory

3355 Evergreen Dr. NE Grand Rapids, MI 49525

t. (616) 364-8491 f. (616) 364-6955

## Bid Tabulation

| Owner:<br>Grand Haven Charter Township                                    |                                    |                       |      | 1st   |              | 2nd   |              | 3rd  |              |
|---|------------------------------------|-----------------------|------|---|--------------|---|--------------|--|--------------|
| Project Title:<br>2019 Non-Motorized Pathway, Contract 1 - Lincoln Street |                                    |                       |      | Al's Excavating<br>4515 134th Ave<br>Hamilton, MI 49419 |              | Schmidt Brothers<br>16064 Winians St<br>Grand Haven, MI 49417 |              | Redline Excavating<br>PO Box 1405<br>Holland, MI 49422 |              |
| Bid Date & Time:<br>March 21, 2019 at 10:00 AM                            |                                    | Project #:<br>2180515 |      |   |              |   |              |  |              |
| Item No.  | Description                        | Quantity              | Unit | Unit Price  | Total Amount | Unit Price  | Total Amount | Unit Price   | Total Amount |
| 12  | Concrete Curb and Gutter           | 64.0                  | Ft   | \$24.00   | \$1,536.00   | \$22.00   | \$1,408.00   | \$26.00  | \$1,664.00   |
| 13  | Remove Curb and Gutter             | 64.0                  | Ft   | \$10.00   | \$640.00     | \$12.00   | \$768.00     | \$8.00   | \$512.00     |
| 14  | 6 inch Waterborne Crosswalk, White | 230.0                 | Ft   | \$3.00  | \$690.00     | \$3.25  | \$747.50     | \$5.50   | \$1,265.00   |
| 15  | Valve Box, Adjust                  | 29.0                  | Ea   | \$150.00  | \$4,350.00   | \$140.00  | \$4,060.00   | \$185.00   | \$5,365.00   |
| 16  | 6 inch Aggregate Base, 21AA        | 11,630.0              | Syd  | \$9.00  | \$104,670.00 | \$7.25  | \$84,317.50  | \$9.00   | \$104,670.00 |
| 17  | Shared Path, HMA 13A               | 860.0                 | Ton  | \$85.00   | \$73,100.00  | \$82.20   | \$70,692.00  | \$85.00  | \$73,100.00  |
| 18  | Shared Path, HMA 36A               | 860.0                 | Ton  | \$91.00   | \$78,260.00  | \$88.40   | \$76,024.00  | \$85.00  | \$73,100.00  |
| 19  | HMA Approach                       | 20.0                  | Ton  | \$150.00  | \$3,000.00   | \$140.00  | \$2,800.00   | \$100.00   | \$2,000.00   |
| 20  | 12 inch SLCPP Storm Sewer          | 150.0                 | Ft   | \$17.00   | \$2,550.00   | \$21.00   | \$3,150.00   | \$22.62  | \$3,393.00   |
| 21  | 12 inch RCP Storm Sewer            | 260.0                 | Ft   | \$30.00   | \$7,800.00   | \$30.00   | \$7,800.00   | \$28.50  | \$7,410.00   |
| 22  | 15 inch RCP Storm Sewer            | 80.0                  | Ft   | \$35.00   | \$2,800.00   | \$35.00   | \$2,800.00   | \$33.00  | \$2,640.00   |

# Prein & Newhof

Engineers • Surveyors • Environmental • Laboratory

3355 Evergreen Dr. NE Grand Rapids, MI 49525

t. (616) 364-8491 f. (616) 364-6955

## Bid Tabulation

| Owner:<br>Grand Haven Charter Township                                    |                              |                       |      | 1st   |              | 2nd   |              | 3rd  |              |
|---|------------------------------|-----------------------|------|---|--------------|---|--------------|--|--------------|
| Project Title:<br>2019 Non-Motorized Pathway, Contract 1 - Lincoln Street |                              |                       |      | Al's Excavating<br>4515 134th Ave<br>Hamilton, MI 49419 |              | Schmidt Brothers<br>16064 Winians St<br>Grand Haven, MI 49417 |              | Redline Excavating<br>PO Box 1405<br>Holland, MI 49422 |              |
| Bid Date & Time:<br>March 21, 2019 at 10:00 AM                            |                              | Project #:<br>2180515 |      |   |              |   |              |  |              |
| Item No.  | Description                  | Quantity              | Unit | Unit Price  | Total Amount | Unit Price  | Total Amount | Unit Price   | Total Amount |
| 23  | 12 inch SLCPP Culvert        | 60.0                  | Ft   | \$21.00   | \$1,260.00   | \$25.00   | \$1,500.00   | \$15.90  | \$954.00     |
| 24  | 12 inch RCP Culvert          | 94.0                  | Ft   | \$30.00   | \$2,820.00   | \$30.00   | \$2,820.00 * | \$30.80  | \$2,895.20   |
| 25  | 15 inch FES                  | 1.0                   | Ea   | \$500.00  | \$500.00     | \$670.00  | \$670.00     | \$450.00   | \$450.00     |
| 26  | 24 inch Storm Catch Basin    | 3.0                   | Ea   | \$1,200.00  | \$3,600.00   | \$1,000.00  | \$3,000.00   | \$1,036.00   | \$3,108.00   |
| 27  | 48 inch Storm Catch Basin    | 2.0                   | Ea   | \$1,650.00  | \$3,300.00   | \$1,440.00  | \$2,880.00   | \$2,120.00   | \$4,240.00   |
| 26  | 48 Inch Storm Leaching Basin | 1.0                   | Ea   | \$1,700.00  | \$1,700.00   | \$2,300.00  | \$2,300.00   | \$2,750.00   | \$2,750.00   |
| 29  | Riprap, Plain                | 6.0                   | Syd  | \$35.00   | \$210.00     | \$55.00   | \$330.00     | \$45.00  | \$270.00     |
| 30  | Treated Lumber Boardwalk     | 240.0                 | Ft   | \$550.00  | \$132,000.00 | \$450.00  | \$108,000.00 | \$450.00   | \$108,000.00 |
| 31  | Treated Lumber Fence         | 200.0                 | Ft   | \$56.00   | \$11,200.00  | \$40.00   | \$8,000.00   | \$40.00  | \$8,000.00   |
| 32  | Boardwalk Approach           | 4.0                   | Ft   | \$450.00  | \$1,800.00   | \$2,000.00  | \$8,000.00   | \$1,750.00   | \$7,000.00   |
| 33  | Remove HMA Surface           | 120.0                 | Syd  | \$20.00   | \$2,400.00   | \$11.00   | \$1,320.00   | \$6.75   | \$810.00     |

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3355 Evergreen Dr. NE Grand Rapids, MI 49525

t. (616) 364-8491 f. (616) 364-6955

## Bid Tabulation

| Owner:<br>Grand Haven Charter Township                                    |   |                       |      | 1st   |              | 2nd   |              | 3rd  |              |
|---|---|-----------------------|------|---|--------------|---|--------------|--|--------------|
| Project Title:<br>2019 Non-Motorized Pathway, Contract 1 - Lincoln Street |   |                       |      | Al's Excavating<br>4515 134th Ave<br>Hamilton, MI 49419 |              | Schmidt Brothers<br>16064 Winians St<br>Grand Haven, MI 49417 |              | Redline Excavating<br>PO Box 1405<br>Holland, MI 49422 |              |
| Bid Date & Time:<br>March 21, 2019 at 10:00 AM                            |   | Project #:<br>2180515 |      |   |              |   |              |  |              |
| Item No.  | Description                               | Quantity              | Unit | Unit Price  | Total Amount | Unit Price  | Total Amount | Unit Price   | Total Amount |
| 34  | Remove Culvert                            | 4.0                   | Ea   | \$200.00  | \$800.00     | \$200.00  | \$800.00     | \$200.00   | \$800.00     |
| 35  | Remove Sewer                              | 24.0                  | Ft   | \$5.00  | \$120.00     | \$10.00   | \$240.00     | \$15.00  | \$360.00     |
| 36  | Remove Fence                              | 250.0                 | Ft   | \$5.00  | \$1,250.00   | \$10.00   | \$2,500.00   | \$8.00   | \$2,000.00   |
| 37  | Relocate Traffic Sign                     | 2.0                   | Ea   | \$250.00  | \$500.00     | \$115.00  | \$230.00     | \$150.00   | \$300.00     |
| 38  | Modular Block Retaining Wall, Small Block | 900.0                 | Sft  | \$35.00   | \$31,500.00  | \$31.01   | \$27,909.00  | \$38.00  | \$34,200.00  |
| 39  | Modular Block Retaining Wall, Large Block | 500.0                 | Sft  | \$50.00   | \$25,000.00  | \$49.38   | \$24,690.00  | \$51.00  | \$25,500.00  |
| 40  | Utility Allowance                         | 1.0                   | lsum | \$5,000.00  | \$5,000.00   | \$5,000.00  | \$5,000.00   | \$5,000.00   | \$5,000.00   |
| <b>Total Bid</b>  |   |                       |      | \$762,716.50 *  |              | \$784,005.00 *  |              | \$872,752.20   |              |

\* Denotes correction made by Engineer

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Engineers • Surveyors • Environmental • Laboratory

3355 Evergreen Dr. NE Grand Rapids, MI 49525

t. (616) 364-8491 f. (616) 364-6955

## Bid Tabulation

| Owner:<br>Grand Haven Charter Township                                    |                                     |                       |      | 4th  |              | 5th  |              |
|---|-------------------------------------|-----------------------|------|--|--------------|--|--------------|
| Project Title:<br>2019 Non-Motorized Pathway, Contract 1 - Lincoln Street |                                     |                       |      | Weick Brothers, Inc<br>3029 Weick Drive<br>Hopkins, MI 49328 |              | McCormick Sand Inc<br>5430 Russell Road<br>Twin Lake, MI 49457 |              |
| Bid Date & Time:<br>March 21, 2019 at 10:00 AM                            |                                     | Project #:<br>2180515 |      |  |              |  |              |
| Item No.  | Description                         | Quantity              | Unit | Unit Price   | Total Amount | Unit Price   | Total Amount |
| 1   | Mobilization, Max 10% of Total      | 1.0                   | Lsum | \$80,000.00  | \$80,000.00  | \$100,000.00   | \$100,000.00 |
| 2   | Traffic Control                     | 1.0                   | Lsum | \$45,000.00  | \$45,000.00  | \$75,000.00  | \$75,000.00  |
| 3   | Erosion Control, Inlet Protection   | 6.0                   | Ea   | \$75.00  | \$450.00     | \$90.00  | \$540.00     |
| 4   | Erosion Control, Mulch Blanket      | 990.0                 | Syd  | \$3.00   | \$2,970.00   | \$1.50   | \$1,485.00   |
| 5   | Erosion Control, Silt Fence         | 920.0                 | Ft   | \$2.50   | \$2,300.00   | \$1.50   | \$1,380.00   |
| 6   | Clearing, Brushing and Tree Removal | 106.5                 | Sta  | \$1,000.00   | \$106,500.00 | \$750.00   | \$79,875.00  |
| 7   | Shared Path Grading                 | 10,650.0              | Ft   | \$12.00  | \$127,800.00 | \$18.00  | \$191,700.00 |
| 8   | Turf Restoration                    | 10,650.0              | Ft   | \$3.00   | \$31,950.00  | \$6.00   | \$63,900.00  |
| 9   | 6 inch Conc. Sidewalk Ramp          | 480.0                 | Sft  | \$5.55   | \$2,664.00   | \$9.00   | \$4,320.00   |
| 10  | 6 inch Conc. Pad                    | 50.0                  | Sft  | \$6.25   | \$312.50     | \$9.00   | \$450.00     |
| 11  | Detectable Warning Surface          | 48.0                  | Ft   | \$38.00  | \$1,824.00   | \$33.00  | \$1,584.00   |

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3355 Evergreen Dr. NE Grand Rapids, MI 49525

t. (616) 364-8491 f. (616) 364-6955

## Bid Tabulation

| Owner:<br>Grand Haven Charter Township                                    |                                    |          |                       |            | 4th  |            | 5th  |  |
|---|------------------------------------|----------|-----------------------|------------|--|------------|--|--|
| Project Title:<br>2019 Non-Motorized Pathway, Contract 1 - Lincoln Street |                                    |          |                       |            | Weick Brothers, Inc<br>3029 Weick Drive<br>Hopkins, MI 49328 |            | McCormick Sand Inc<br>5430 Russell Road<br>Twin Lake, MI 49457 |  |
| Bid Date & Time:<br>March 21, 2019 at 10:00 AM                            |                                    |          | Project #:<br>2180515 |            |  |            |  |  |
| Item No.  | Description                        | Quantity | Unit                  | Unit Price | Total Amount   | Unit Price | Total Amount   |  |
| 12  | Concrete Curb and Gutter           | 64.0     | Ft                    | \$16.80    | \$1,075.20   | \$40.00    | \$2,560.00   |  |
| 13  | Remove Curb and Gutter             | 64.0     | Ft                    | \$16.00    | \$1,024.00   | \$9.00     | \$576.00   |  |
| 14  | 6 inch Waterborne Crosswalk, White | 230.0    | Ft                    | \$4.50     | \$1,035.00   | \$3.50     | \$805.00   |  |
| 15  | Valve Box, Adjust                  | 29.0     | Ea                    | \$300.00   | \$8,700.00   | \$300.00   | \$8,700.00   |  |
| 16  | 6 inch Aggregate Base, 21AA        | 11,630.0 | Syd                   | \$9.80     | \$113,974.00   | \$12.50    | \$145,375.00   |  |
| 17  | Shared Path, HMA 13A               | 860.0    | Ton                   | \$82.20    | \$70,692.00  | \$80.00    | \$68,800.00  |  |
| 18  | Shared Path, HMA 36A               | 860.0    | Ton                   | \$88.40    | \$76,024.00  | \$86.00    | \$73,960.00  |  |
| 19  | HMA Approach                       | 20.0     | Ton                   | \$140.00   | \$2,800.00   | \$200.00   | \$4,000.00   |  |
| 20  | 12 inch SLCPP Storm Sewer          | 150.0    | Ft                    | \$28.00    | \$4,200.00   | \$32.00    | \$4,800.00   |  |
| 21  | 12 inch RCP Storm Sewer            | 260.0    | Ft                    | \$30.00    | \$7,800.00   | \$40.00    | \$10,400.00  |  |
| 22  | 15 inch RCP Storm Sewer            | 80.0     | Ft                    | \$33.00    | \$2,640.00   | \$45.00    | \$3,600.00   |  |

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 3355 Evergreen Dr. NE Grand Rapids, MI 49525  
 t. (616) 364-8491 f. (616) 364-6955

## Bid Tabulation

| Owner:<br>Grand Haven Charter Township                                    |                              |          |                       |            | 4th  |            | 5th  |  |
|---|------------------------------|----------|-----------------------|------------|--|------------|--|--|
| Project Title:<br>2019 Non-Motorized Pathway, Contract 1 - Lincoln Street |                              |          |                       |            | Weick Brothers, Inc<br>3029 Weick Drive<br>Hopkins, MI 49328 |            | McCormick Sand Inc<br>5430 Russell Road<br>Twin Lake, MI 49457 |  |
| Bid Date & Time:<br>March 21, 2019 at 10:00 AM                            |                              |          | Project #:<br>2180515 |            |  |            |  |  |
| Item No.  | Description                  | Quantity | Unit                  | Unit Price | Total Amount   | Unit Price | Total Amount   |  |
| 23  | 12 inch SLCPP Culvert        | 60.0     | Ft                    | \$28.00    | \$1,680.00   | \$32.00    | \$1,920.00   |  |
| 24  | 12 inch RCP Culvert          | 94.0     | Ft                    | \$30.00    | \$2,820.00   | \$40.00    | \$3,760.00   |  |
| 25  | 15 inch FES                  | 1.0      | Ea                    | \$500.00   | \$500.00   | \$650.00   | \$650.00   |  |
| 26  | 24 inch Storm Catch Basin    | 3.0      | Ea                    | \$1,300.00 | \$3,900.00   | \$1,500.00 | \$4,500.00   |  |
| 27  | 48 inch Storm Catch Basin    | 2.0      | Ea                    | \$2,100.00 | \$4,200.00   | \$2,000.00 | \$4,000.00   |  |
| 26  | 48 Inch Storm Leaching Basin | 1.0      | Ea                    | \$3,200.00 | \$3,200.00   | \$4,000.00 | \$4,000.00   |  |
| 29  | Riprap, Plain                | 6.0      | Syd                   | \$50.00    | \$300.00   | \$65.00    | \$390.00   |  |
| 30  | Treated Lumber Boardwalk     | 240.0    | Ft                    | \$450.00   | \$108,000.00   | \$460.00   | \$110,400.00   |  |
| 31  | Treated Lumber Fence         | 200.0    | Ft                    | \$40.00    | \$8,000.00   | \$40.00    | \$8,000.00   |  |
| 32  | Boardwalk Approach           | 4.0      | Ft                    | \$1,500.00 | \$6,000.00   | \$600.00   | \$2,400.00   |  |
| 33  | Remove HMA Surface           | 120.0    | Syd                   | \$16.00    | \$1,920.00   | \$7.00     | \$840.00   |  |

# Prein & Newhof

Engineers • Surveyors • Environmental • Laboratory

3355 Evergreen Dr. NE Grand Rapids, MI 49525

t. (616) 364-8491 f. (616) 364-6955

## Bid Tabulation

| Owner:<br>Grand Haven Charter Township                                    |   |          |                       | 4th  |              | 5th  |              |
|---|---|----------|-----------------------|--|--------------|--|--------------|
| Project Title:<br>2019 Non-Motorized Pathway, Contract 1 - Lincoln Street |   |          |                       | Weick Brothers, Inc<br>3029 Weick Drive<br>Hopkins, MI 49328 |              | McCormick Sand Inc<br>5430 Russell Road<br>Twin Lake, MI 49457 |              |
| Bid Date & Time:<br>March 21, 2019 at 10:00 AM                            |   |          | Project #:<br>2180515 |  |              |  |              |
| Item No.  | Description                               | Quantity | Unit                  | Unit Price   | Total Amount | Unit Price   | Total Amount |
| 34  | Remove Culvert                            | 4.0      | Ea                    | \$125.00   | \$500.00     | \$350.00   | \$1,400.00   |
| 35  | Remove Sewer                              | 24.0     | Ft                    | \$10.00  | \$240.00     | \$11.00  | \$264.00     |
| 36  | Remove Fence                              | 250.0    | Ft                    | \$3.00   | \$750.00     | \$2.00   | \$500.00     |
| 37  | Relocate Traffic Sign                     | 2.0      | Ea                    | \$150.00   | \$300.00     | \$100.00   | \$200.00     |
| 38  | Modular Block Retaining Wall, Small Block | 900.0    | Sft                   | \$30.00  | \$27,000.00  | \$38.00  | \$34,200.00  |
| 39  | Modular Block Retaining Wall, Large Block | 500.0    | Sft                   | \$60.00  | \$30,000.00  | \$50.00  | \$25,000.00  |
| 40  | Utility Allowance                         | 1.0      | lsum                  | \$5,000.00   | \$5,000.00   | \$5,000.00   | \$5,000.00   |
| <b>Total Bid</b>  |   |          |                       | \$896,044.70   |              | \$1,051,234.00   |              |

\* Denotes correction made by Engineer

# SUPERINTENDENT'S MEMO

DATE: March 14, 2019

TO: Township Board

FROM: Cargo

SUBJECT: Warner Street (*West of US-31*) – Special Assessment District – Public Hearing #2

Michigan's Public Act 188 allows for the establishment of a Special Assessment District (SAD) for the purpose of providing road maintenance or paving. For Warner Street (West of US-31) the improvement will be the so-called "prime and double chip" process that will provide a surface that is about ½ inch thick (*in comparison, typical bituminous asphalt paving is 3 inches thick*).

To establish a SAD, GHT is required to hold two public hearing prior to beginning the road paving project. A notice of each public hearing must be published twice before each meeting and a notice must also be mailed to each property owner.

This first public hearing (*i.e., the Hearing of Necessity*) was held on February 25<sup>th</sup> and established the proposed district and provided a tentative estimate of cost to construct the improvement. The second hearing (*i.e., the Hearing of Assessment*) is held to establish the actual assessment roll and the payback period.

The Board will hear from area residents regarding the need for the proposed road paving improvements at the public hearing on February 25<sup>th</sup>. The **\$40,000** construction cost was provided by the Ottawa County Road Commission. **\$1,000** has been included to cover the cost of publishing the notices, mailings, etc.

The attached resolution approves the assessment roll, a payback period of up to three years, and the interest rate (*i.e., 4.25%*).

The summary of the assessment roll for \$20,500 is attached and is based upon an equal benefit per lot.

**Special Assessment Roll Summary – No. 2019-01 – Warner Street West**

| <b>Property Number</b>          | <b>Benefit per lot</b> |
|---------------------------------|------------------------|
| <b>Owner</b>                    |                        |
| 70-07-15-300-004<br>Porkorny    | \$ 1,708.33            |
| 70-07-15-300-027<br>Reenders    | \$ 1,708.33            |
| 70-07-15-300-038<br>Cross       | \$ 1,708.33            |
| 70-07-15-300-001<br>Williams    | \$ 1,708.33            |
| 70-07-15-100-025<br>Eveland     | \$ 1,708.33            |
| 70-07-15-100-017<br>Vanderstelt | \$ 1,708.33            |
| 70-07-15-100-010<br>Vanderstelt | \$ 1,708.33            |
| 70-07-15-100-014<br>Zimmerman   | \$ 1,708.33            |
| 70-07-15-100-027<br>Eveland     | \$ 1,708.33            |
| 70-07-15-100-028<br>Eveland     | \$ 1,708.33            |
| 70-07-15-100-016<br>Polak       | \$ 1,708.33            |
| 70-07-15-100-015<br>Kalmbaugh   | \$ 1,708.33            |
| <b>Totals</b>                   | <b>\$ 20,499.96</b>    |

If the Board agrees with the assessment roll, term of payment, and interest, the following motion can be offered:

**Move to approve and adopt Resolution 19-03-01 that approves the special assessment roll defraying a portion of the cost of street improvements, payable over three years at 4.25% interest.**

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

**EXCERPTS OF MINUTES**

At a regular meeting of the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, held at 13300 168<sup>th</sup> Avenue, Grand Haven Charter Township, Ottawa County, Michigan, on the 25<sup>th</sup> day of March, 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 a public hearing to review and hear any objections to the proposed special assessment roll for Street Special Assessment District No. 2019-01.

The Supervisor noted that public notice of the hearing had been given by complying with the provisions of Michigan Act 162 of 1962, as amended (“Act 162”), Michigan Act 188 of 1954, as amended (“Act 188”), and Michigan Act 64 of 1989, as amended (“Act 64”). Specifically, the Supervisor noted that proper publication had taken place in the Grand Haven Tribune as evidenced by Affidavits of Publication on file with the Township. The Supervisor further noted that proper notice by mailing had been given pursuant to Act 162, Act 188 and Act 64, as shown by the Affidavit of Mailing. The Supervisor then opened the public hearing with regard to the proposed special assessment roll for Street Special Assessment District No. 2019-01. Comments were received from persons present, if any, with respect to the assessment roll. The Supervisor then asked if there were any written objections and those written objections were then received. The Board then closed the hearing on the special assessment roll for Street Special Assessment District No. 2019-01.

Discussion followed with respect to the comments made at the public hearing, if any, and the special assessment roll for said special assessment district. After completion of this discussion and certain other business, the following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

**RESOLUTION #19-03-01**

WHEREAS, by resolution passed on February 25, 2019, it was determined that the Superintendent should prepare a special assessment roll covering and including the parcels of land described in said resolution; and

WHEREAS, the Superintendent submitted a special assessment roll, report and certification in accordance with the instructions specified by this Township Board; and

WHEREAS, the Township Board did, by resolution adopted February 25, 2019, set March 25, 2019, at 7:00 p.m., local time, at Grand Haven Charter Township, located at 13300 168<sup>th</sup>

Avenue, Grand Haven Charter Township, Ottawa County, Michigan, as the time and place for a public hearing to review and hear any objections to the special assessment roll; and

WHEREAS, proper notice of the hearing was given by publication and mailing, all in accordance with the terms and provisions of Act 188, Act 162, and Act 64; and

WHEREAS, the Board did meet at the time and place of the public hearing to review the special assessment roll and hear any objections and other matters related to the special assessment roll; and

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The special assessment roll prepared and submitted by the Grand Haven Charter Township Superintendent, with amendment or corrections made, if any, by this Board, for Street Special Assessment District No. 2019-01, including the lands described in the Notice of Hearing for the special assessment roll, in the amount of 50 percent of \$41,000.00, or \$20,500.00, for the purpose of defraying a portion of the cost of acquiring and constructing certain public street improvements as are described in said Notice of Hearing for the special assessment roll, is now ratified, confirmed, and adopted. The Township Clerk is directed to endorse on the assessment roll the fact the roll has been confirmed as of the date of this meeting.

2. The payment of the special assessment amount per parcel for the parcels in the special assessment district shall be made over 3 years in equal payments of principal billed on December 1, 2019 and due on February 14, 2020, and then billed and payable on the same dates of the next 2 years. Interest shall begin to accrue on the amount owed at the rate of 4.25 percent, from the date of December 31, 2019. The assessment may be paid in full without interest on or before the date interest begins to accrue, and it may be made early at any time with a payment of the entire principal amount outstanding plus interest to that date.

3. All resolutions in conflict in whole or in part are revoked to the extent of such conflict.

YES: \_\_\_\_\_

NO: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

Dated: March 25, 2019.

\_\_\_\_\_  
Laurie Larsen,  
Grand Haven Charter 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 25<sup>th</sup> day of March, 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,  
Grand Haven Charter Township Clerk

# SUPERINTENDENT'S MEMO

DATE: March 19, 2019

TO: Township Board

FROM: Cargo

SUBJECT: Warner Street (*East of US-31*) – Special Assessment District – Public Hearing #1

Michigan's Public Act 188 allows for the establishment of a Special Assessment District (SAD) for the purpose of providing road maintenance or paving. For Warner Street (East of US-31) the improvement will be the so-called "prime and double chip" process that will provide a surface that is about ½ inch thick (*in comparison, typical bituminous asphalt paving is 3 inches thick*).

To establish a SAD, GHT is required to hold two public hearing prior to beginning the road paving project. A notice of each public hearing must be published twice before each meeting and a notice must also be mailed to each property owner.

This first public hearing (*i.e., the Hearing of Necessity*) establishes the proposed district and can also provide a tentative estimate of cost to construct the improvement. The second hearing (*i.e., the Hearing of Assessment*) is held to establish the actual assessment roll and the payback period.

The Board will hear from area residents regarding the need for the proposed road paving improvements at the public hearing on March 25<sup>th</sup>. The **\$75,000** construction cost was provided by the Ottawa County Road Commission. **\$1,000** has been included to cover the cost of publishing the notices, mailings, etc.

The first of the two attached resolutions establish that there is a need for the improvements, defines the district, provides a tentative cost estimate and instructs the Superintendent to create an assessment roll. The second resolution schedules the public hearing on the assessment roll for April 22<sup>nd</sup>.

There are three tentative assessment rolls that have been prepared. (*See below.*) The first column assesses the \$38,000 assessment (*i.e., 50% of the projected cost*) on benefit per lot, the second column assesses the cost on front footage, and the third divides the cost between these two alternatives.

That said, I would recommend the Assessment Roll be based upon benefit per lot – which is the column **highlighted**.

| <b>Property Number<br/>Owner</b>        | <b>Benefit only lot</b> | <b>Front footage only</b> | <b>50% benefit-50%<br/>frontage</b> |
|---|-------------------------|---------------------------|-------------------------------------|
| 70-07-15-400-019<br>McKay, Fowler Trust | \$ 2,111.11             | \$3,769.50<br>600 ft      | \$2,940.31                          |
| 70-07-15-180-007<br>Dean                | \$ 2,111.11             | \$1,576.91<br>251 ft      | \$1,844.02                          |
| 70-07-15-100-006<br>Ray                 | \$ 2,111.11             | \$1,413.56<br>225 ft      | \$1,762.34                          |
| 70-07-15-200-027<br>Rusco               | \$ 2,111.11             | \$2,500.44<br>398 ft      | \$2,305.78                          |
| 70-07-15-200-032<br>Retzlaff            | \$ 2,111.11             | \$2,638.65<br>420 ft      | \$2,374.88                          |
| 70-07-15-200-043<br>Sispera             | \$ 2,111.11             | \$2,883.67<br>459 ft      | \$2,497.40                          |
| 70-07-15-200-038<br>Gancarz             | \$ 2,111.11             | \$ 942.38<br>150 ft       | \$1,526.75                          |
| 70-07-15-400-021<br>Falconer            | \$ 2,111.11             | \$ 942.38<br>150 ft       | \$1,526.75                          |
| 70-07-15-400-020<br>Mason               | \$ 2,111.11             | \$5,795.70<br>1509 ft     | \$5,795.70                          |
| 70-07-15-400-002<br>Sharphorn           | \$ 2,111.11             | \$ 219.89<br>35 ft        | \$1,165.50                          |
| 70-07-15-200-039<br>Camp                | \$ 2,111.11             | \$1,165.40<br>185.5 ft    | \$1,638.26                          |
| 70-07-15-200-025<br>Kalmbaugh           | \$ 2,111.11             | \$1,463.82<br>233 ft      | \$1,787.47                          |
| 70-07-15-200-020<br>Nienhouse           | \$ 2,111.11             | \$4,774.70<br>760 ft      | \$3,442.91                          |
| 70-07-15-400-013<br>Niehouse            | \$ 2,111.11             | \$1,212.52<br>193 ft      | \$1,661.82                          |
| 70-07-15-400-016<br>Brown               | \$ 2,111.11             | \$1,602.04<br>255 ft      | \$1,856.58                          |
| 70-07-15-400-015<br>Holmes              | \$ 2,111.11             | \$1,413.56<br>225 ft      | \$1,762.34                          |
| 70-07-15-200-042<br>Sispera             | \$ 2,111.11             | \$ 0<br>0 ft              | \$1,055.56                          |
| 70-07-15-200-041<br>Dekock              | \$ 2,111.11             | \$ 0<br>0 ft              | \$1,055.56                          |
| <b>Totals</b>                           | <b>\$ 37,999.98</b>     | <b>\$38,099.71</b>        | <b>\$37,999.33</b>                  |

If the Board agrees that the defined district is appropriate for the proposed project and that the assessment roll should be by benefit, the following two motions can be offered:

**Move to approve and adopt Resolution 19-03-02 that defines the Warner Street (East) Street Improvement Special Assessment District, declares the Township intention to make road improvements for the benefit of the properties within the district, provides an estimate for the improvements, and instructs the Superintendent to create an assessment roll for Board consideration.**

**Move to approve and adopt Resolution 19-03-03 that schedules a public hearing for April 22<sup>nd</sup> at 7:00 p.m. for the purposes of hearing comments on the proposed Warner Street (East) special assessment roll.**

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

**EXCERPTS OF MINUTES**

At a special meeting of the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, held at 13300 168<sup>th</sup> Avenue, Grand Haven Charter Township, Ottawa County, Michigan, on the 25<sup>th</sup> day of March 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 a public hearing to hear and consider any objections to the acquisition and construction of certain street improvements described more specifically in the following resolution, the petition(s) requesting the Township to acquire and construct such street improvements, and the proposed special assessment district therefor.

The Supervisor noted that public notice of the hearing had been given by complying with the provisions of Michigan Act 162 of 1962, as amended (“Act 162”), Michigan Act 188 of 1954, as amended (“Act 188”), and Michigan Act 64 of 1989, as amended (“Act 64”). Specifically, the Supervisor noted that proper publication had taken place in the *Grand Haven Tribune* as evidenced by Affidavit(s) of Publication on file with the Township. The Supervisor further noted that proper notice by mailing had been given pursuant to Act 162, Act 188, and Act 64, as shown by the Affidavit of Mailing. The Supervisor then opened the public hearing with regard to proposed Street Special Assessment District No. 2019-02 described in the resolution following, the improvement described therein and the petition(s) therefor. Comments were received from persons present, if any, with respect to the street improvements, the petition(s) therefor, and the proposed special assessment district. The Supervisor then asked if there were any written objections and those written objections were then received. The Board then closed the hearing on proposed Street Special Assessment District No. 2019-02.

Discussion followed with respect to the comments made at the public hearing, if any, and the establishment of the special assessment district. After completion of this discussion, the following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

**RESOLUTION #19-03-02**

WHEREAS, petitions are being presented to the Township Board, requesting that the Township acquire and construct certain street improvements as described below; and

WHEREAS, the special assessment district described in paragraph 2 below contains a total of about 6,050 feet on Warner Street between US-31 and 160<sup>th</sup> Avenue, excluding land not subject to special assessment and land within public highways and alleys; and

WHEREAS, the Township Board will proceed with this process only if, from a review of this petition(s) and the appropriate records of the Ottawa County Register of Deed’s Office as of

the day of the filing of the petition(s), it has been established that petitions have been signed by the record owners of lands constituting approximately over 62 percent of the frontage included in the special assessment district described in paragraph 2 below, excluding lands not subject to special assessment and lands within public highways and alleys; and

WHEREAS, the record owners of over 62 percent of the frontage on Warner Street have signed petitions in favor of the special assessment district; and

WHEREAS, plans describing the street improvements, the location thereof, and an estimate of \$75,000.00 as the total construction cost have been prepared by registered engineers on the engineering staff of the Ottawa County Road Commission and filed with the Township, plus an estimate of \$1,000.00 for the costs of legal work, administration, and publication; and

WHEREAS, the Township Board has the power and authority pursuant to the provisions of Act 188 to proceed to make this improvement and to assess all or a part of the cost thereof to the properties to be benefited; and

WHEREAS, the Township Board did, by resolution adopted February 25, 2019, set March 25, 2019, at 7:00 p.m., local time, at Grand Haven Charter Township located at 13300 168<sup>th</sup> Avenue, Grand Haven Charter Township, Ottawa County, Michigan, as the time and place for a public hearing to hear and consider objections to the above referenced improvement, the proposed special assessment district and the petition(s) therefor and did give notice of said hearing by publication and mailing, all in accordance with the terms and provisions of Act 188, Act 162 and Act 64; and

WHEREAS, the Board did meet at the time and place of said public hearing and hear and consider objections to the proposed improvement, to the proposed special assessment district and the petition(s) therefore;

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

1. Pursuant to Act 188 this Board determines to complete the following improvement (the "Improvement") consisting of prime and double chip of Warner Street from US-31 east to 160<sup>th</sup> Avenue. The Board determines that it will proceed with the Improvement only if the petitions for the Improvement are sufficient.

2. This Board finally determines that the parcels of land described specifically below shall be the special assessment district against which the cost of the Improvement is to be assessed. Such special assessment district shall be designated as "Street Special Assessment District No. 2019-02" and shall continue for a term which shall expire at the later of the completion of the Improvement or the payment of the last assessment installment plus all accrued interest. The lands included in the special assessment district are described as being located in the Charter Township of Grand Haven, Ottawa County, Michigan, described specifically as follows:

70-07-15-400-019  
70-07-15-180-007  
70-07-15-100-006  
70-07-15-200-027  
70-07-15-200-032  
70-07-15-200-043  
70-07-15-200-038  
70-07-15-400-021  
70-07-15-400-020  
70-07-15-400-002  
70-07-15-200-039  
70-07-15-200-025  
70-07-15-200-020  
70-07-15-400-013  
70-07-15-400-016  
70-07-15-400-015  
70-07-15-200-042  
70-07-15-200-041

3. The estimate of cost in the amount of \$75,000.00 and the plans for the Improvement as originally presented, with such modifications, if any, made at this meeting, plus the cost of \$1,000.00 for the special assessment proceeding, are approved. The Board determines that 50 percent of the cost of the Improvement shall be specially assessed against the lands described in paragraph 2 above.

4. The Board directs the Township Superintendent to make a special assessment roll in which shall be entered and described all the parcels of land which are to be assessed, with the names of the respective record owners of each parcel, if known, and the total amount to be assessed against each parcel of land, which amount shall be such relative portion of the whole sum to be levied against all parcels of land in the special assessment district as the benefit to each parcel of land bears to the total benefit to all parcels of land in the special assessment district.

5. All resolutions in conflict in whole or in part are revoked to the extent of such conflict.

YES:

NO:

ABSENT:

RESOLUTION DECLARED ADOPTED.

Dated: March 25, 2019.

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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 meeting of the Township Board held on the 25<sup>th</sup> day of March 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

**EXCERPTS OF MINUTES**

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 168<sup>th</sup> Avenue, Grand Haven Charter Township, Ottawa County, Michigan, on the 25<sup>th</sup> day of March 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 setting a date for a hearing on a special assessment roll for the construction and acquisition of certain street improvements.

The following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

**RESOLUTION #19-03-03**

WHEREAS, by resolution adopted on March 25, 2019, the Superintendent was directed to make a special assessment roll for Street Special Assessment District No. 2019-02 in conformance with paragraph 4 of that resolution; and

WHEREAS, the Superintendent has submitted the special assessment roll and his report and certificate in accordance with the instructions specified by this Township Board; and

WHEREAS, the Township Board must appoint a time and a place when it will meet, review, and hear any objections to the special assessment roll;

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 shall meet at the Grand Haven Charter Township at 13300 168<sup>th</sup> Avenue, Grand Haven Charter Township, Ottawa County, Michigan, on the 22<sup>nd</sup> day of April 2019, at 7:00 p.m., local time, to review and hear any objections related to the special assessment roll.

2. The special assessment roll shall be available for public inspection at the Township office during normal working hours until the public hearing and also at the public hearing.

3. Notice of this hearing shall be given by publishing the same twice prior to the hearing in a newspaper circulating in the Township, and also by mailing the notice, as required by Michigan Act 162 of 1962, as amended, Michigan Act 188 of 1954, as amended, 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, 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 publication shall be at least 10 days before the date of the hearing. The last Township tax assessment records from which such 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 shall be given to the owner at the address shown on the records of the Ottawa County Register of Deeds.

4. All resolutions in conflict in whole or in part are revoked to the extent of such conflict.

YES:

NO:

ABSENT:

RESOLUTION DECLARED ADOPTED.

Dated: March 25, 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 25<sup>th</sup> day of March 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



# Community Development Memo

DATE: March 21, 2019  
TO: Township Board  
FROM: Stacey Fedewa, AICP – Community Development Director  
RE: MNRTF Development Application – Hofma Park & Preserve

## BACKGROUND

In late 2015, the Township received 115-acres of land through the Esther Witteveen Trust and another 40-acres through an MNRTF Acquisition grant known as the Wolfe property. This new 155-acres of land has been incorporated into Hofma Park & Preserve.

In June 2017, the Hofma Vision was created. This community engagement event allowed residents to participate in walking tours of the properties, help design possible recreation amenities in the park, and ultimately assisted the Township in determining what is appropriate on each site.

Recall, the Witteveen property is restricted to passive recreation pursuant to the Trust documents. The Wolfe property is able to provide active recreation amenities, but development has been put on hold while the Township continues to work with Mr. Schmidt and his potential parkland donation.

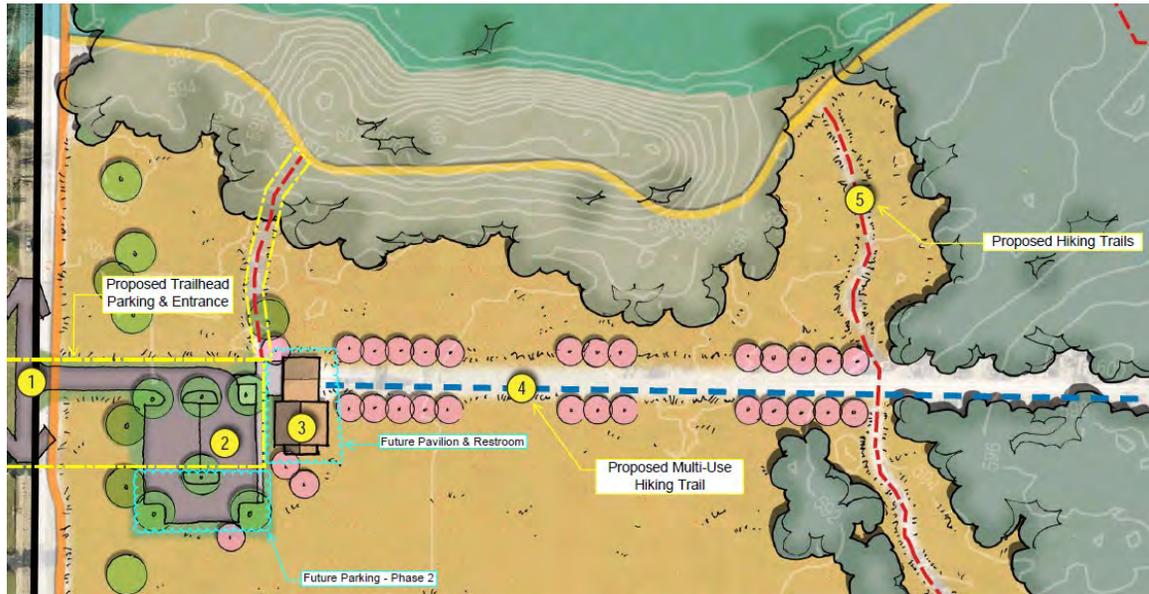
Staff traveled to Lansing to meet with the Township’s DNR Grant Coordinator and discuss the best options for submitting the grant application. Those findings are outlined below.

## PROPOSED GRANT APPLICATION

The 2019 Priority Project Types of the MNRTF Board include trails, and projects within urban areas (*Hofma is within the Muskegon Urban Boundary Area*). For this reason, staff chose to focus on the trail network instead of amenities, and continues to follow the Hofma Vision.

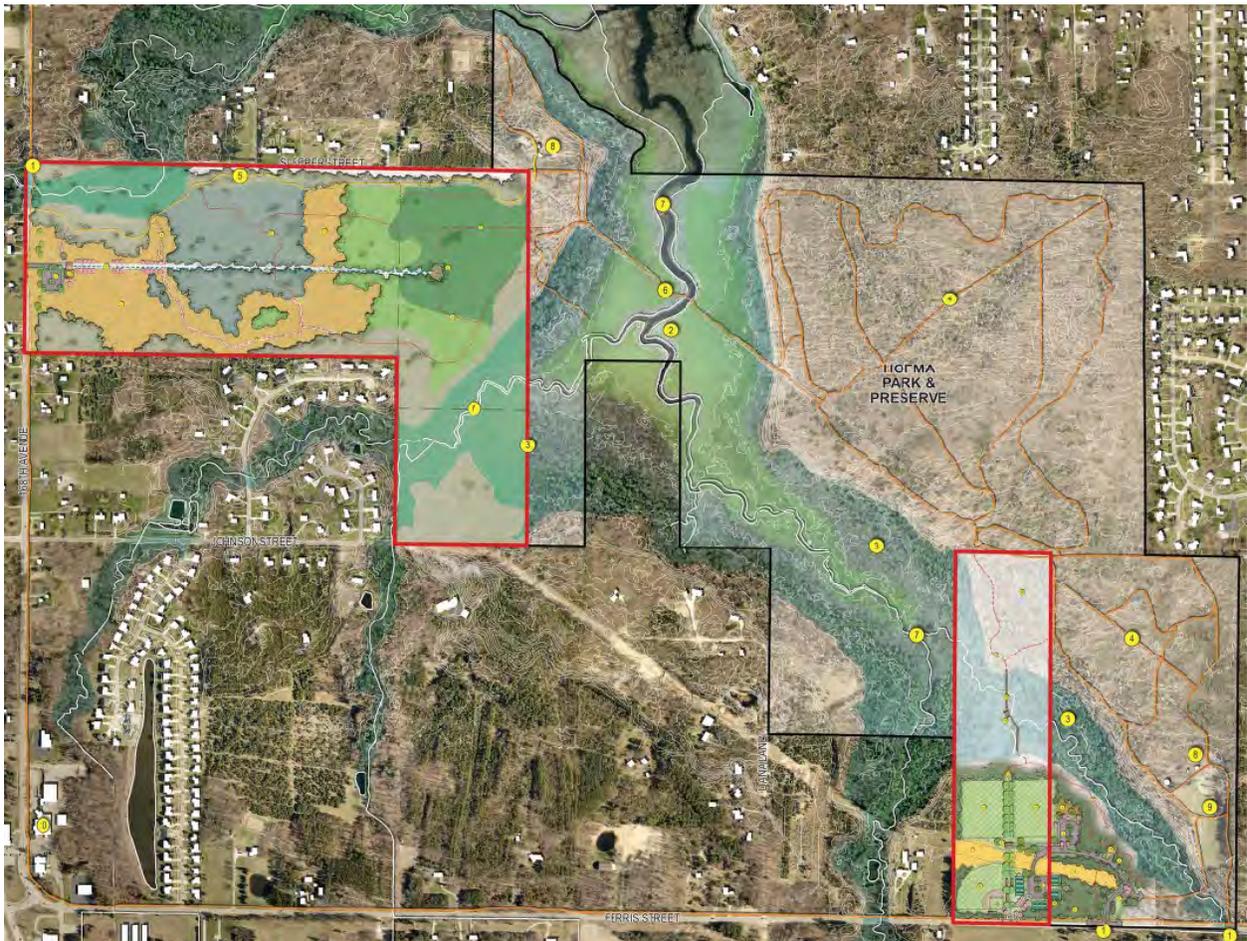
### Witteveen

A parking lot will be installed on 168<sup>th</sup> Avenue, and will act as a “regional trail head” parking lot. This enables users to park and use the Hofma trails, the Township’s pathway system, and even to use the regional routes—U.S. Bike Route 35 and Idema Explorers Trail.



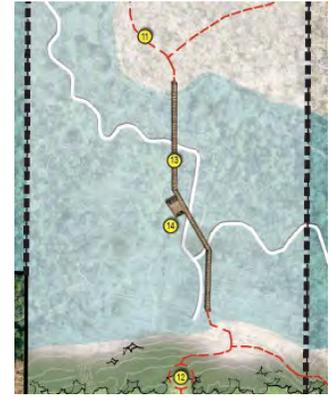
Trails are proposed at a minimum width of 8-feet and will use a chips & fines aggregate to create a hard surface, so everyone can use the new trails—even wheelchairs, baby strollers, wagons, etc.

The DNR indicated a nominal portion of the forest restoration can occur along the new trails. Meaning, the application includes grubbing and tree removal, as well as planting native wildflowers and trees. This is proposed to be 40-feet wide and will help soften the appearance of the area when the rest of the old Christmas tree farm is removed.



## Wolfe

The main feature on the Wolfe property will be a 10-foot wide boardwalk with a 400 sqft overlook to view the hemlock grove. This 625-foot long boardwalk will span the wetland and floodplain areas, which encumber the northern 2/3 of the property. The new hiking trails will create additional connections within the park too.



## Engineer's Cost Estimate

| Witteveen  |                  | Wolfe   |                     |
|--|------------------|---|---------------------|
| <b>Hiking Trail</b>  | <b>\$115,992</b> | <b>Hiking Trail</b>   | <b>\$32,213</b>     |
| Grubbing & Tree Removal<br>Chips & Fines Path<br>Native Wildflower/Grass Seeding<br>Maple Woodlot Restoration<br>Oak Savanna Restoration<br>White Pine Restoration |                  | Grubbing & Tree Removal<br>Chips & Fines Path<br>Turf Restoration |                     |
| <b>Trailhead Parking &amp; Drive</b>   | <b>\$146,760</b> | <b>Boardwalk</b>  | <b>\$385,750</b>    |
| Paved Parking & Drive (30 cars)<br>Lighting (LED)<br>Irrigation<br>Turf Restoration<br>Wildflowers/Grasses Landscaping<br>Native Trees/Shrubs                      |                  | Overlook<br>Interpretive Signs                                    |                     |
| <b>Site Amenities</b>  | <b>\$37,100</b>  | <b>Site Amenities</b>   | <b>\$6,400</b>      |
| Benches<br>Trash Receptacles<br>Entry Sign<br>Interpretive Signs   |                  | Benches<br>Trash Receptacles                                      |                     |
| <b>Site Utilities</b>  | <b>\$35,000</b>  | <b>Sub-Total</b>  | <b>\$424,363</b>    |
| Electric<br>Water  |                  |   |                     |
| <b>Sub-Total</b>   | <b>\$334,852</b> |   |                     |
|  |                  |   |                     |
| DNR Recognition Sign   |                  |   | <b>\$300</b>        |
| Permitting   |                  |   | <b>\$1,000</b>      |
| Engineering & CA (15%)   |                  |   | <b>\$113,882.18</b> |
| <b>Grand Total</b>   |                  | <b>\$874,396.68</b>   |                     |

The MNRTF provides up to \$300,000 for development applications, and requires a minimum 25% match (\$218,600). If additional funding sources and/or volunteers are not found to offset these costs the Township would need to pay for the remainder—\$574,400. Substantial funding as already been set aside for park development (\$550,000), which will dramatically increase the Township's contribution and result in application receiving additional points.

The Board has graciously set aside \$550,000 for park improvements, so only an additional \$24,400 would need to be included in the Township's 2020 budget.

## PROJECT DESCRIPTION – IF FUNDED

Part of the application includes a 1,000 character section to describe the project. If selected for funding, this blurb is provided to legislators and included in press releases.

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*Development of a new trail network at the 566 acre Hofma Park and Preserve, which is located within an Urban Area. Improvements include a regional trail head parking lot, 3 miles of multi-use and hiking trails, 750 linear feet of boardwalk and a 400 square foot observation deck within an area noted as having a high probability for biological rarity per the Michigan Natural Features Inventory. The development will incorporate environmentally sustainable features and celebrate universal design. The trails will interconnect and expand an existing trail network in the park, as well as the Township's 30 miles of non-motorized pathway, the 500 mile U.S. Bicycle Route 35 that runs from Indiana through Michigan to Sault Ste. Marie, Canada; and the Idema Explorers Trail that will connect Grand Rapids, Grand Haven, and Grand Valley State University.*

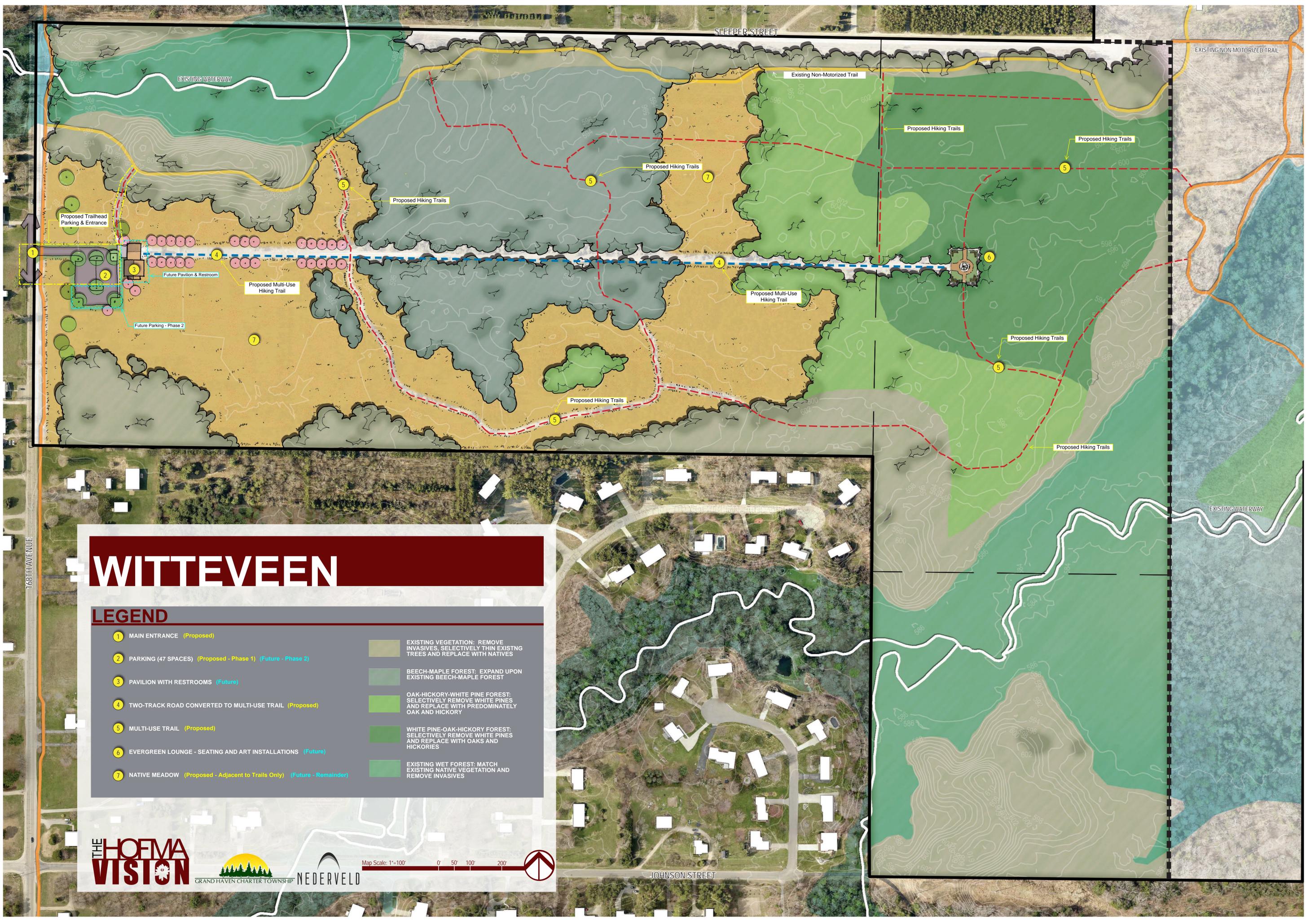
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## SAMPLE MOTION

If the Board agrees with the proposed grant application and the required matching monies, the following motion can be offered:

**Motion to approve** Resolution 19-03-04 that supports the submission of an application titled “Hofma Park & Preserve – Trail Expansion & Universal Design” to the Michigan Natural Resources Trust Fund for the first phase of developing Hofma Park and Preserve pursuant to the Hofma Vision, and agrees to a 75% financial obligation.

Please contact me if this raises questions.



# WITTEVEEN

## LEGEND

- 1 MAIN ENTRANCE (Proposed)
  - 2 PARKING (47 SPACES) (Proposed - Phase 1) (Future - Phase 2)
  - 3 PAVILION WITH RESTROOMS (Future)
  - 4 TWO-TRACK ROAD CONVERTED TO MULTI-USE TRAIL (Proposed)
  - 5 MULTI-USE TRAIL (Proposed)
  - 6 EVERGREEN LOUNGE - SEATING AND ART INSTALLATIONS (Future)
  - 7 NATIVE MEADOW (Proposed - Adjacent to Trails Only) (Future - Remainder)
- EXISTING VEGETATION: REMOVE INVASIVES, SELECTIVELY THIN EXISTING TREES AND REPLACE WITH NATIVES
  - BEECH-MAPLE FOREST: EXPAND UPON EXISTING BEECH-MAPLE FOREST
  - OAK-HICKORY-WHITE PINE FOREST: SELECTIVELY REMOVE WHITE PINES AND REPLACE WITH PREDOMINATELY OAK AND HICKORY
  - WHITE PINE-OAK-HICKORY FOREST: SELECTIVELY REMOVE WHITE PINES AND REPLACE WITH OAKS AND HICKORIES
  - EXISTING WET FOREST: MATCH EXISTING NATIVE VEGETATION AND REMOVE INVASIVES



168TH AVENUE

SLEEPER STREET

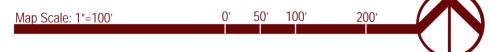
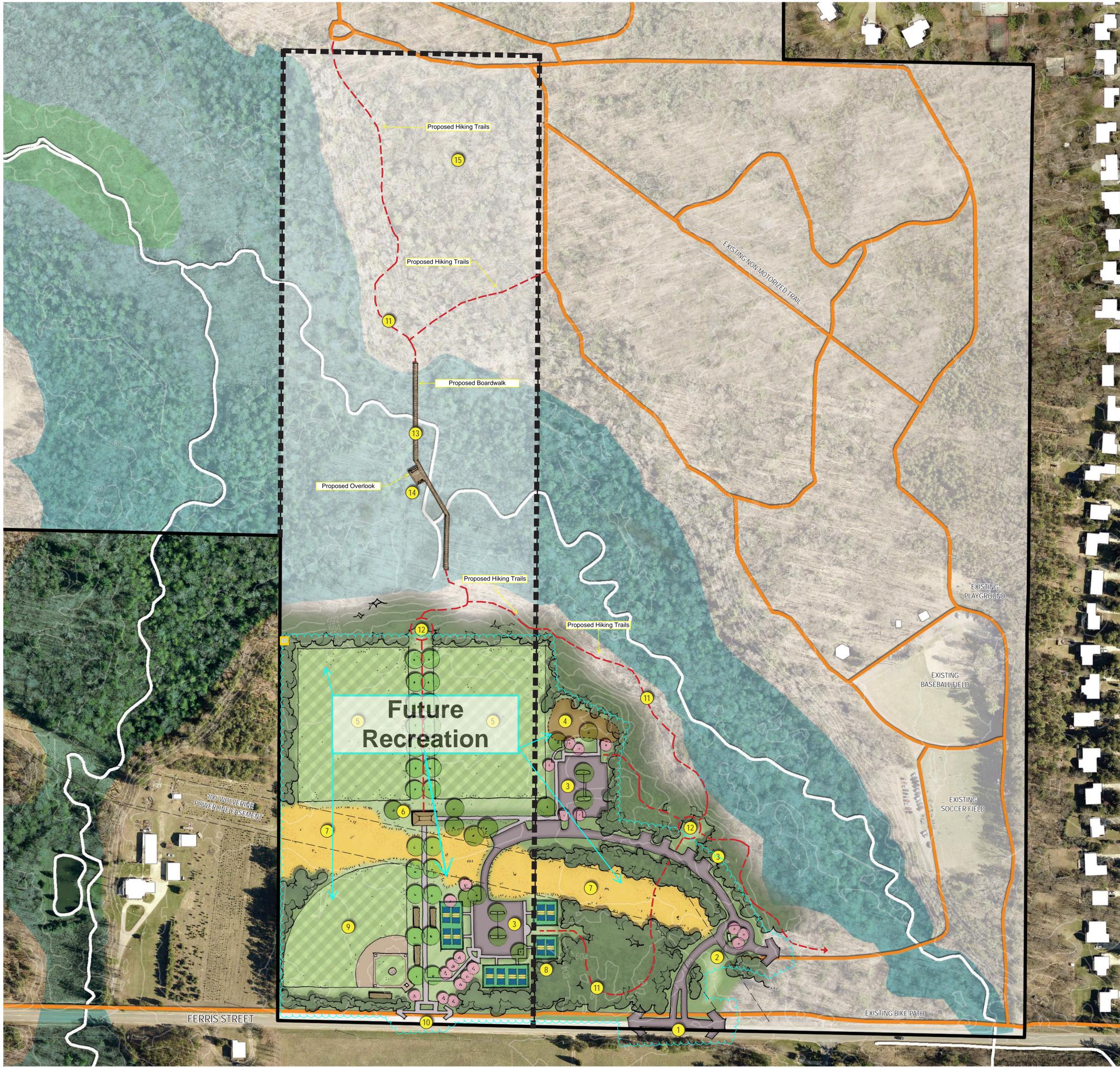
EXISTING NON-MOTORIZED TRAIL

EXISTING WATERWAY

JOHNSON STREET

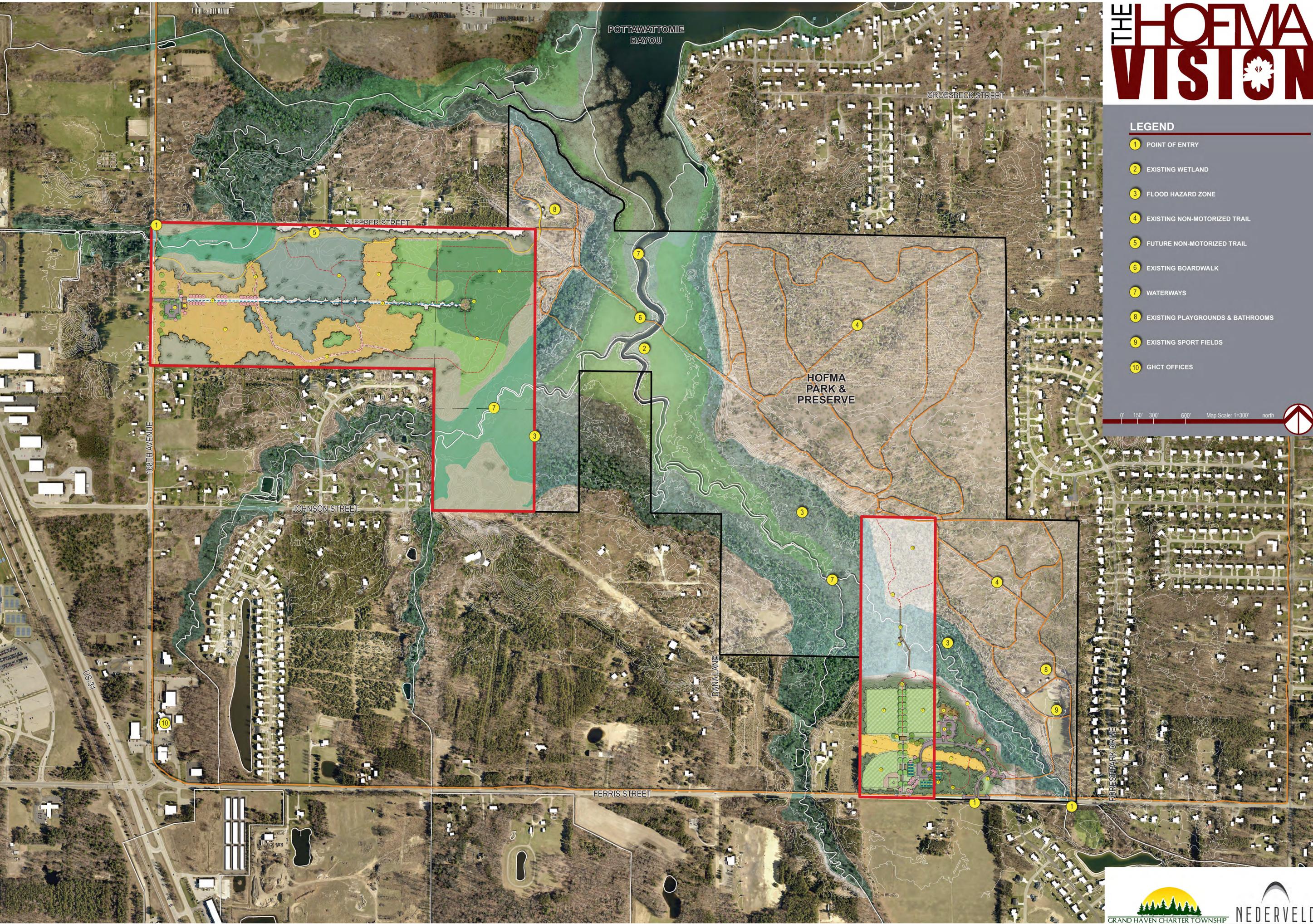
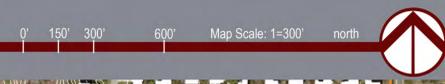
## LEGEND

- 1 BOULEVARDED MAIN ENTRANCE (Future)
- 2 RELOCATED HOFMA MEMORIAL PLAQUE (Future)
- 3 PARKING (119 SPACES) (Future)
- 4 PLAYGROUND, ROCKWALL & ROPES COURSE (Future)
- 5 MULTI-PURPOSE FIELD (1 SOCCER FIELD, 2 YOUTH SOCCER FIELDS, 2 LACROSSE FIELDS OR 1 FOOTBALL FIELD PER FIELD) (Future)
- 6 PAVILION WITH RESTROOMS (Future)
- 7 NATIVE WILDFLOWER MEADOW (Future)
- 8 PICKLEBALL COURTS (12 COURTS) (Future)
- 9 BASEBALL DIAMOND (Future)
- 10 PEDESTRIAN & BICYCLE ENTRANCE (Future)
- 11 MULTI-USE TRAILS (Proposed)
- 12 TRAIL HEAD (Future)
- 13 BOARDWALK (Proposed)
- 14 HEMLOCK GROVE OVERLOOK (Proposed)
- 15 AREA WITH EXISTING TRAILS (TO BE CONNECTED TO PROPOSED TRAILS) (Existing)



# THE HOFMA VISION

- LEGEND**
- 1 POINT OF ENTRY
  - 2 EXISTING WETLAND
  - 3 FLOOD HAZARD ZONE
  - 4 EXISTING NON-MOTORIZED TRAIL
  - 5 FUTURE NON-MOTORIZED TRAIL
  - 6 EXISTING BOARDWALK
  - 7 WATERWAYS
  - 8 EXISTING PLAYGROUNDS & BATHROOMS
  - 9 EXISTING SPORT FIELDS
  - 10 GHCT OFFICES



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 – 168<sup>th</sup> Avenue, Grand Haven Charter Township, Ottawa County, Michigan, on the 25<sup>th</sup> day of March 2019, at 7:00 p.m., local time.

After certain matters of business had been completed, Supervisor Reenders announced the next order of business was the consideration of a Resolution to Approve the 2019 Michigan Natural Resources Trust Fund Park Development Grant Application.

The proposed resolution was discussed by the members of the Board, and after discussion was completed the following resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

**GRAND HAVEN CHARTER TOWNSHIP  
RESOLUTION 19-03-04**

**RESOLUTION APPROVING THE  
2019 MNRTF GRANT APPLICATION**

**WHEREAS**, Grand Haven Charter Township supports the submission of an application titled “Hofma Park and Preserve – Trail Expansion and Universal Design” to the Michigan Natural Resources Trust Fund for the development of Hofma Park and Preserve; and

**WHEREAS**, the proposed application is supported by the Community’s 5-Year Parks and Recreation Plan; and

**WHEREAS**, the Grand Haven Charter Township Board has previously held a public hearing on March 25, 2019 regarding the aforementioned Michigan Natural Resources Trust Fund Development Grant application; and

**WHEREAS**, Grand Haven Charter Township is hereby making a financial commitment to the project in the amount of \$574,400 matching funds in cash.

**NOW, THEREFORE BE IT RESOLVED** that Grand Haven Charter Township hereby authorizes submission of a Michigan Natural Resources Trust Fund Development Application for \$300,000; and further resolves to make available its financial obligation amount of \$574,400 (75%) of a total \$874,400 project cost during the 2019-2020 fiscal years.

AYES:

NAYS:

ABSENT:

**RESOLUTION DECLARED APPROVED ON MARCH 25, 2019.**

\_\_\_\_\_  
Laurie Larsen, Township Clerk  
Grand Haven Charter Township

**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 the resolution adopted by the Township Board at a regular meeting of the Township Board held on the 25<sup>th</sup> day of March 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.

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Laurie Larsen, Township Clerk  
Grand Haven Charter Township



## Manager's Memo

DATE: March 15, 2019  
TO: Township Board  
FROM: Cargo  
RE: Shut-off – For Failure to Allow Access to Water Meter

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Attached, please find a proposed ordinance regarding access to water meters and shutoff procedures for failure to comply.

Currently, the Township makes three attempts either by phone or by leaving cards at a residence in order to gain access to read/maintain water meters. The Township gives a minimum of one week between each of these initial attempts.

If residents don't respond, a letter explaining what we need to do and that not responding would be a violation of our ordinance is mailed. Residents are given two weeks to respond to the letter.

If they don't respond to the letter, the Ordinance Enforcement Officer is notified, and the officer sends another letter requesting compliance. The resident is provided another two weeks to respond to that letter. If no response is made, a citation is issued by the Ordinance Enforcement Officer. A second citation is issued if they still don't comply. If there remains no compliance after the second citation, the matter is referred to 58th District Court.

If compliance is made at any time, further notification is stopped. This includes waiving a citation if compliance is made.

The proposed ordinance amendment would allow the Township to shut the water service off to the house if compliance is not made after the initial three attempts, the first letter from the Township, and a posting on the home that the water would be disconnected. This would eliminate the efforts of the Ordinance Enforcement Officer and the District Court ... and would mirror the procedure of most other municipal units.

The new process would be three weeks for the initial attempt (*i.e., phones calls and/or postings*) and two weeks for response to the letter and posting. This process would typically be a total of **five weeks** before shut-off actually occurred.

In order to proceed, the following motion is required for a second reading:

**Move to approve and adopt the proposed amendment to the Water System Ordinance regarding meters and the right of entry until the March 25<sup>th</sup> Board meeting. This is a second reading.**

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



**WATER SYSTEM AMENDMENT ORDINANCE  
CHARTER TOWNSHIP OF GRAND HAVEN, MICHIGAN  
Ord. No. \_\_\_\_\_, Eff. \_\_\_\_\_**

**AN ORDINANCE TO AMEND THE WATER SYSTEM ORDINANCE  
REGARDING THE RIGHT OF THE TOWNSHIP TO HAVE ACCESS TO  
ANY PREMISES TO READ, TEST, REPAIR, OR OTHERWISE SERVICE  
WATER METERS.**

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

Section 1. Meters and Right of Entry. Section 14 of the Grand Haven Charter Township Water System Ordinance, Ordinance No. 442, as amended, concerning meters and the right of entry, is amended in its entirety to state as follows.

**Sec. 14 METERS AND RIGHT OF ENTRY**

The Township Superintendent or his or her representative(s) shall have the right to enter at any reasonable time any premises connected to the System for the purpose of reading the water meter or otherwise inspecting the piping system or systems which are connected to the System. If any meter shall fail to register properly, the Township shall estimate the amount of water consumed based on prior billing periods and bill the water customer accordingly. A water customer may request that a water meter be tested for accuracy. If the meter is found accurate within two (2%) percent when tested in accordance with American Water Works Association Procedure C-700, as amended, or any similar procedure promulgated for the same purpose, the charge provided for in the Rate Schedule shall be made to the water customer. If the meter is not found to be accurate within two (2%) percent when tested as provided above, the last quarterly water bill shall be adjusted accordingly and the meter shall be repaired or a new meter shall be installed and no charge shall be made to the water customer either for the test or the meter repair or replacement.

To enter any premises connected to the System to read the water meter, the Township Superintendent or his or her representative(s) shall take the following steps, one step at a time, in the following order.

1. Attempt to reach the premises owner by telephone three different times in three different weeks, if a telephone number is known to the Township; if a telephone number is not known to the Township, then post a notice in a conspicuous place on the premises, three different times in three different weeks, stating that the owner must make immediate arrangements with the Township within seventy-two (72) hours from the posting for the Township to have access to the water meter.

2. Send a letter to the owner of the premises, by first class mail with postage prepaid, giving the owner seven (7) days to make immediate arrangements for the Township to have access to the water meter.

The posted notice and the mailed letter shall advise the owner of the premises that failure to comply will result in water service being discontinued without further notice. The Township then may discontinue water service to the premises seven (7) days after the first class letter is sent, unless the Township has been provided access to the water meter.

Section 2. Effective Date. This Ordinance was approved and adopted by the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, on \_\_\_\_\_, after introduction and a first reading on March 11, 2019, and publication after such first reading as required by Michigan Act 359 of 1947, as amended. This Ordinance shall take effect 30 days after its publication following adoption.

\_\_\_\_\_  
Mark Reenders, Supervisor

\_\_\_\_\_  
Laurie Larsen, Clerk

**CERTIFICATE**

I, Laurie Larsen, the Clerk for the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing Ordinance was adopted at a regular meeting of the Grand Haven Charter Township Board held on \_\_\_\_\_, 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.

The Ordinance was published as required after adoption on \_\_\_\_\_, 2019.

\_\_\_\_\_  
Laurie Larsen, Township Clerk



## Manager's Memo

DATE: March 21, 2019  
TO: Township Board  
FROM: Cargo  
RE: Allied Waste - 2019 Waste Hauling License

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Attached, please find a proposed resolution authorizing Allied Waste's application to operate within GHT. Their proposed fee is a maximum of \$17.10 per month with a cart, which includes the recycling. *(This is about a 17% increase over their last license renewal in 2018. Further, the increase is related mostly to changes in the recycling market.)* Recycling will be every other week with a cart.

The company also offers yard waste at a maximum of \$12.00 per month with a cart – which is an increase of 35 cents.

A copy of their application and supporting documentation will be available at the meeting for those interested.

To approve the application, the following motion can be offered:

**Move to approve Resolution 19-03-05 approving a one-year license agreement with Allied Waste (dba Republic Services of Muskegon) for waste collection and hauling services in Grand Haven Charter Township.**

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



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 – 168<sup>th</sup> Avenue, Grand Haven Charter Township, Ottawa County, Michigan, on the 25<sup>th</sup> day of March 2019, at 7:00 p.m., local time.

After certain matters of business had been completed, Supervisor Reenders announced that the next order of business was the consideration of a license to operate in the Township for Allied Waste Systems (*dba Republic Services of Muskegon*).

The proposed license agreement was discussed by the members of the Board, and after discussion was completed the following resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_:

**GRAND HAVEN CHARTER TOWNSHIP  
RESOLUTION 19-03-05**

**APPROVING THE LICENSE APPLICATION OF ALLIED WASTE SYSTEMS (*DBA REPUBLIC SERVICES OF MUSKEGON*) TO OPERATE WITHIN GRAND HAVEN CHARTER TOWNSHIP AND THE SCHEDULE OF FEES FOR SERVICE.**

**WHEREAS**, Grand Haven Charter Township adopted and amended Ordinance No. 334 which provides for the licensing of garbage, trash, and recyclable collectors or haulers; and

**WHEREAS**, Allied Waste Systems (*dba Republic Services of Muskegon*) applied for a license to operate within Grand Haven Charter Township pursuant to said Ordinance; and

**WHEREAS**, Allied Waste Systems (*dba Republic Services of Muskegon*) meets all of the requirements of said Ordinance for operating within the Township, as shown by their license application, which has been reviewed and approved by the Township Superintendent; and

**WHEREAS**, Allied Waste Systems (*dba Republic Services of Muskegon*) provided a schedule of fees to be charged for said services, which is included within said application.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

- 1) The application of Allied Waste Systems (*dba Republic Services of Muskegon*) to provide trash and recyclable collection and hauling services pursuant to Ordinance No. 334, as amended, within the Charter Township of Grand Haven is hereby approved until February 1, 2020.
- 2) That the attached schedule of fees, which indicates the maximum rate that can be charged, is approved until February 1, 2020, at which time a new schedule of rates must be submitted for review and approval by the Township Board. (*Any change of the rates prior to February 1, 2020 must be submitted to the Township Board for approval pursuant to Ordinance No. 334, as amended.*) It is noted that applicant will be providing recycling services every other week but will be supplying a large cart.
- 3) That a copy of this resolution will be forwarded by the Township Clerk to Allied Waste Systems (*dba Republic Services of Muskegon*) and that it shall be considered to be a license to operate waste and recyclable collection and hauling within Grand Haven Charter Township

until February 1, 2020.

AYES:

NAYS:

ABSENT:

**RESOLUTION DECLARED: Adopted.  
ADOPTED ON MARCH 25, 2019**

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Laurie Larsen  
Grand Haven Charter Township Clerk

**CERTIFICATE**

I, the undersigned, the duly qualified and Township Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan, 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 the 25<sup>th</sup> day of March 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.

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Laurie Larsen  
Grand Haven Charter Township Clerk

# SUPERINTENDENT'S MEMO

DATE: March 18, 2019  
TO: Township Board  
FROM: Cargo  
SUBJECT: Warber Drain - Petition

As you may recall, the proposed DDA construction project on Robbins Road between 168th Avenue and 172nd Avenue was postponed – so that the Water Resources Commissioner could complete a study on the Warber Drain and the failing tile installed under Robbins Road.

The study was completed by ENG, Inc. – with a recommendation to replace the failing 36” storm pipe with 48” storm pipe along Robbins Road between 168<sup>th</sup> Avenue and 172<sup>nd</sup> Avenue. **The cost is expected to be about \$550,000±.**

Staff from both the City of Grand Haven and Grand Haven Charter Township met with the County to review the study and plan the next steps. In brief, the next step is for the Township to petition Ottawa County to improve the Warber Drain. This will allow the County to begin the improvement process and schedule a **Board of Determination** public hearing.

If you would like to review the Warber Drain study by ENG, Inc. or review the map of the Warber Drain district, please see Cargo.

To begin this storm drain maintenance/improvement project, the following motion can be offered:

**Motion to approve Resolution 19-03-06 petition for maintenance and improvement of the Warber Drain.**

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

**EXCERPTS OF MINUTES**

At a regular meeting of the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, held at 13300 168<sup>th</sup> Avenue, Grand Haven Charter Township, Ottawa County, Michigan, on the 25<sup>th</sup> day of March 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 a petition for maintenance and improvement of the Warber Drain as set forth in the following Resolution.

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

**RESOLUTION #19-03-06**

WHEREAS, the Township requests the maintenance and improvement of a drain, located in Ottawa County, pursuant to Chapter 8 of Public Act 40 of 1956, as amended; and

WHEREAS, the Township has determined that the maintenance and improvement of the drain benefits the public health in the Township; and

WHEREAS, the Township will be liable for an assessment at large against it for a percentage of the cost of the proposed maintenance and improvement.

NOW, THEREFORE BE IT RESOLVED THAT, the Township Board does authorize the filing of a petition for maintenance and improvement of the drain.

BE IT FURTHER RESOLVED THAT the Superintendent/Manager is authorized to execute the petition for maintenance and improvement of the drain.

BE IT FURTHER RESOLVED that the Clerk shall forward to the Ottawa County Water Resources Commissioner a copy of this Resolution for the petition for maintenance and improvement of the drain.

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

YES:

NO:

ABSENT:

RESOLUTION DECLARED ADOPTED.

Dated: March 25, 2019

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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 25<sup>th</sup> day of March 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.

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Laurie Larsen, Township Clerk



## Manager's Memo

DATE: March 15, 2019  
TO: Township Board  
FROM: Cargo  
RE: Bluewater Trail SAD – Water Main Extension

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Grand Haven Township received petitions from residents along Bluewater Trail for an extension of municipal water. (*See attached aerial map.*)

There are about 3.1 acres and five parcels within the proposed special assessment District. All five of the parcels signed the petition.

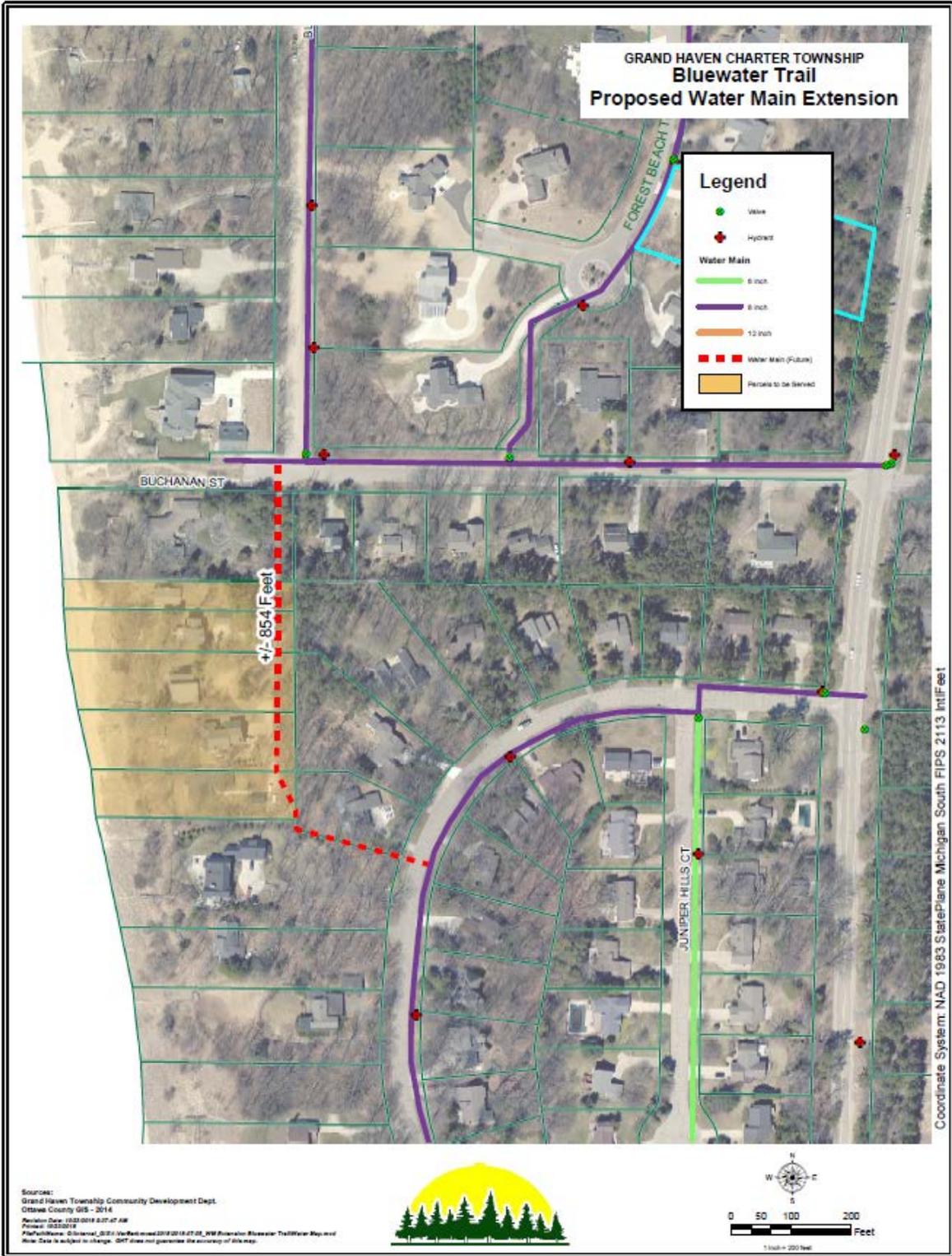
That said, the cost for the water main extension is estimated at about \$114,200 – which includes engineering and contingencies of 30% and a \$1,000 administrative fee for publishing and legal costs. The cost per parcel would be about **\$22,840**.

The Township may decide to “loop” this segment of water main – which would increase the cost by about \$55,000. But this additional cost would be borne by the Water Fund.

To accept the petition and schedule the first public hearing on this proposed special assessment district, the following motion can be offered:

**Motion to approve and adopt Resolution 19-03-07 that schedules the first public hearing regarding the necessity of the proposed Bluewater Trail water main extension special assessment district for Monday, April 22<sup>nd</sup> and instructs the Clerk to mail and publish notice of the hearing pursuant to state law.**

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



**EXCERPTS OF MINUTES**

At a regular meeting of the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, held at 13300 168<sup>th</sup> Avenue, Grand Haven Charter Township, Ottawa County, Michigan, on the 25<sup>th</sup> day of March 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 water main improvements as set forth in the following Resolution.

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

**RESOLUTION #19-03-07**

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 water utility improvements; and

WHEREAS, the Township Board has received petitions requesting that the Township acquire and construct certain water utility 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. 100 percent*) of the frontage and acreage within 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 water main 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 water main improvements and, accordingly, pursuant to Act 188, directs the Township Superintendent to employ the engineering firm of Prein and Newhof to prepare plans describing the street improvements, their location, and their estimated cost. The improvements shall consist generally of the following:

construction of approximately 590 feet of 8-inch diameter water main and the associated appurtenances, to be located on Blue Water Trail south of Buchanan Street, at an appropriate cost of \$113,200, 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 168<sup>th</sup> Avenue, Grand Haven Charter Township, Ottawa County, Michigan, on the 22<sup>nd</sup> day of April 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:

ABSENT:

RESOLUTION DECLARED ADOPTED.

Dated: March 25, 2019

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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 25<sup>th</sup> day of March 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



## Administrative Memo

TO: Township Board  
FROM: Andrea Dumbrell, Human Resources Director  
DATE: March 20, 2019  
RE: Sick Days Policy Revision

---

In December 2018, the Michigan Legislature and Governor Snyder enacted the Paid Medical Leave Act (PMLA), which was a revision of the Earned Sick Time Act (ESTA) mandate from September 2018. As you may recall, the Earned Sick Time Act, a stricter paid leave mandate, was approved by the legislature, rather than allowing voters to decide the issue during the November 2018 election. This process of approving the ESTA in September 2018 allowed the legislature to amend it to the current PMLA, during the “lame duck” session.

While questions still abound on the legality of how the PMLA came to be, barring any Michigan Supreme Court decision, on March 29, 2019, the PMLA will become effective in the State of Michigan; and, the Township will need to comply with the mandate.

Since the Township’s time off policies, for full-time staff, exceed the amount of time the State requires for paid medical leave, the Township Board will need to make only minimal changes to their Sick Days Policy. In summary, the changes include clarifying the reasons sick days can be used, clarifying the request for a doctor’s certification of illness, and specifically referencing the Paid Medical Leave Act.

By approving the following resolution, the Township will be in compliance with the Paid Medical Leave Act. If the Township Board supports the recommended revisions to the policy, from the Personnel Committee, the following motion could be offered for consideration:

**Motion to approve Resolution 19-03-08, authorizing the revisions of the Sick Days Policy as submitted.**

If you have any questions regarding the recommended revisions to the policy, please do not hesitate to contact me.

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 March 25, 2019, at 7:00 p.m., local time.

PRESENT:

ABSENT:

The following resolution was offered by Trustee \_\_\_\_\_ and seconded by Trustee \_\_\_\_\_

**RESOLUTION 19-03-08**

**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 amend various sections of the Personnel Policies and Procedures Manual from time-to-time as necessary; and,

**WHEREAS**, the State of Michigan passed the Paid Medical Leave Act, providing eligible employees paid medical leave and greater flexibility for time off to care for themselves or a family member without penalty; and,

**WHEREAS**, Grand Haven Charter Township is required to comply with the Paid Medical Leave Act, effective March 29, 2019; 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 allowable reasons and procedures for use of sick day time.

**NOW, THEREFORE, BE IT HEREBY RESOLVED:**

1. That Section 12.2, is to read in its entirety as follows:

**12.2 SICK DAYS**

**12.2a Eligibility**

Full-Time employees hired prior to November 1, 2014, earn twelve (12) paid sick days per year, with a maximum accumulation of thirty (30) days. Sick days are provided to allow an employee to be excused from work without loss of normal pay for:

- A mental or physical illness, injury or health condition; medical diagnosis, care or treatment of mental or physical illness, injury or health condition; or preventative medical care of either the employee or the employee's family member.
- If an employee or employee's family member is the victim of domestic violence or sexual assault, the medical care, psychological or other counseling for physical or psychological injury or disability; to obtain services from a victims' service organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in civil or criminal proceedings related to or resulting from domestic violence or sexual assault.
- Closure of the employee's place of business by a public official, due to a public health emergency; to care for a child whose school or place of care has been closed by a public authority with jurisdiction, due to a public health emergency; or when a health official or health care provider determines that the employee's or family member's presence in the community would jeopardize health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

Sick days are considered hours worked for the purpose of calculating overtime.

*(Amended 4/22/2013, 10/27/2014, 03/25/2019)*

### **12.2b Accrual and Carryover**

Sick days are not accrued on the previous year and are given based on the current year. Twelve (12) sick days shall be allocated to all eligible employees on January 1<sup>st</sup> of each calendar year except in the following case:

- A. Employees on a Leave of Absence January 1<sup>st</sup>: Employees on a paid leave of absence will receive their sick days on January 1<sup>st</sup>.

Employees who are on an unpaid leave of absence January 1<sup>st</sup> will receive a pro-rated number of sick days, based on their full-time return to work date, when they return to full-time work (one day for each full month remaining in the year after return to work date).

Example:

Return to work on April 1<sup>st</sup>. Will receive nine (9) days.

Sick days can be carried over to the following year to a maximum of 240 hours.

*(Amended 3/25/2019)*

### **12.2c Approval**

Employees must complete a Time Off Request Form and obtain approval signatures from their Department Director and the Human Resources Director prior to using sick days when possible.

Absences More Than Three Days

If the employee will be off for more than three days, a Leave of Absence Request Form will be required. See Section 12.8 Leave of Absence.

For any illness of an employee extending beyond three (3) days, a doctor's certificate may be required by the Superintendent or the Superintendent's designee. The doctor's certificate must certify that the employee has been treated and whether or not the employee is able to resume either normal or limited job duties. The doctor's certificate must be submitted to his/her Department Director prior to returning to work. If restrictions are noted, the Department Director and Human Resources Director will determine if work is available.

The Township reserves the right to visit any or all employees using sick days and if there is cause to believe that time was taken off for purposes other than specified in this regulation, the employee will not be compensated for the time off. Employees found to be abusing sick days may be subject to discipline including discharge.

*(Amended 3/25/2019)*

#### **12.2d Termination/Layoff**

There shall be no payment for unused sick days upon termination, with the exception of retirement. Upon early or normal retirement (per the pension rules for retirement), the employee shall be paid for 50% of his/her unused sick days. Pension rules as of 8/6/2015 state, "the term "Early Retirement Age" means the first day of any month coinciding with or next following the date a Participant attains Age 55" or "The term "Normal Retirement Age" means the date a Participant reaches Age 65 (max. 65). There is no mandatory retirement Age."

*(Amended 8/10/2015)*

#### **12.2e Coordination with Short-Term Disability**

All Township employees must use their sick days, as allocated by the Township, before short-term disability benefits will be activated.

#### **12.2f Unused Sick Days**

In addition to the first payroll in January, eligible employees shall receive payment for 50% of any unused sick days in excess of 240 hours. This payment will be via the same method their payroll is paid (check, direct deposit, etc.) unless the employee chooses to place the payment into a 457 account offered through the Township. This payment will be calculated using the prior year's pay rate.

Employees wishing to deposit their payment to their 457 account must fill out a special election form in December of each year prior to the payment in order to be eligible.

#### **12.2g Paid Medical Leave Act**

If the benefits provided under Section 12.2 do not comply with the minimum requirements of the Paid Medical Leave Act, as amended or replaced, the Paid Medical Leave Act will control.

*(Amended 6/13/2011; Amended 4/22/2013; Amended 8/10/2015, Amended 3/25/2019)*

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: March 25, 2019

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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 March 25, 2019, 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



## Administrative Memo

TO: Township Board  
FROM: Andrea Dumbrell, Human Resources Director  
DATE: March 20, 2019  
RE: Paid Time Off (PTO) Policy Revision

---

In December 2018, the Michigan Legislature and Governor Snyder enacted the Paid Medical Leave Act (PMLA), which was a revision of the Earned Sick Time Act (ESTA) mandate from September 2018. As you may recall, the Earned Sick Time Act, a stricter paid leave mandate, was approved by the legislature, rather than allowing voters to decide the issue during the November 2018 election. This process of approving the ESTA in September 2018 allowed the legislature to amend it to the current PMLA, during the “lame duck” session.

While questions still abound on the legality of how the PMLA came to be, barring any Michigan Supreme Court decision, on March 29, 2019, the PMLA will become effective in the State of Michigan; and, the Township will need to comply with the mandate.

Since the Township’s time off policies, for full-time staff, exceed the amount of time the State requires for paid medical leave, the Township Board will need to make only minimal changes to their Paid Time Off (PTO) Policy. In summary, the changes include explaining how part-time staff are eligible for paid medical leave, clarifying the request for a doctor’s certification of illness, and specifically referencing the Paid Medical Leave Act.

By approving the following resolution, the Township will be in compliance with the Paid Medical Leave Act. If the Township Board supports the recommended revisions to the policy, from the Personnel Committee, the following motion could be offered for consideration:

**Motion to approve Resolution 19-03-09, authorizing the revisions of the Paid Time Off (PTO) Policy as submitted.**

If you have any questions regarding the recommended revisions to the policy, please do not hesitate to contact me.

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 March 25, 2019, at 7:00 p.m., local time.

PRESENT:

ABSENT:

The following resolution was offered by Trustee \_\_\_\_\_ and seconded by Trustee \_\_\_\_\_

**RESOLUTION 19-03-09**

**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 amend various sections of the Personnel Policies and Procedures Manual from time-to-time as necessary; and,

**WHEREAS**, the State of Michigan passed the Paid Medical Leave Act, providing eligible employees paid medical leave and greater flexibility for time off to care for themselves or a family member without penalty; and,

**WHEREAS**, Grand Haven Charter Township is required to comply with the Paid Medical Leave Act, effective March 29, 2019; 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 allowable reasons and procedures for use of paid time off.

**NOW, THEREFORE, BE IT HEREBY RESOLVED:**

1. That Section 12.10, is to read in its entirety as follows:

**12.10 PAID TIME OFF (PTO)**

**12.10a Eligibility**

Full-Time employees hired after November 1, 2014, are eligible for paid time off benefits (PTO). PTO can be used for any absence except where noted otherwise in this policy manual.

Part-Time employees, who on average work 25 hours per week in the preceding calendar year, may be eligible for PTO, under the Paid Medical Leave Act (PMLA).

PTO is considered hours worked for the purpose of calculating overtime.

**12.10b Accrual and Carryover**

PTO for Full-Time employees accrues based on the previous year of employment (i.e. during the current year for the following year) except in the first year. In some cases, additional PTO will be granted as part of the employment offer. Additional PTO granted as part of the employment offer will be placed in the new employee’s bank at a rate of 20% of the total PTO offered after each completed full month of employment.

Example: Employment offer includes 40 additional hours (80 total) of PTO. Employee begins work on 1/15/2013. On 2/16/2013, the employee will have 8 hours of additional PTO placed in their bank. On 3/16/2013, another 8 hours and so on until they have received 40 additional hours total.

PTO does not accrue during an unpaid leave of absence greater than one week.

Therefore, any unpaid leave of absence will reduce the PTO allotment for the following year on a pro-rated basis. *Example: If the employee is on an unpaid leave of absence for three months, their PTO entitlement the following January 1<sup>st</sup> will be reduced by 1/12 for each month they were off (in this case ¼). An employee with an 80 hour PTO allotment would receive 60 hours of PTO in this case.*

PTO for Full-Time employees will be calculated on January 1<sup>st</sup> of each year (except during the first year of employment) and will be based on the year of the employee’s anniversary as outlined below:

| Length of Employment | Hours     | When Issued   |
|----------------------|-----------|---|
| At Hire              | 40 Hours  | Upon Hire   |
| One Year             | 136 Hours | January 1 of the employee’s first anniversary year.     |
| Three Years          | 168 Hours | January 1 of the employee’s third anniversary year.     |
| Five Years           | 192 Hours | January 1 of the employee’s fifth anniversary year.     |
| Ten Years            | 216 Hours | January 1 of the employee’s tenth anniversary year.     |
| Fifteen Years        | 240 Hours | January 1 of the employee’s fifteenth anniversary year. |
| Twenty Years         | 256 Hours | January 1 of the employee’s twentieth anniversary year  |

A. New Employees: New employees will receive PTO in accordance with the table above.

Example:

Hired 2/1/2010; 40 Hours PTO given on 2/1/2010; 136 Hours PTO given on 1/1/2011.

- B. Employees on a Leave of Absence January 1<sup>st</sup>: Employees who are on a leave of absence January 1<sup>st</sup> will receive PTO based on their prior year's accrual in accordance with Section 12.10b.

Eligible part-time employees will earn one (1) hour of PTO for every 35 hours worked, to a maximum of 40 hours per calendar year.

PTO can be carried over to the following year. Employees may not accumulate in excess of 80 hours more than their current year's allotment.

#### **12.10c Approval**

Employees may not take more than two (2) weeks of PTO consecutively, without the approval of their Department Director.

In order to avoid scheduling conflicts, employees must complete a Time Off Request Form and obtain approval signatures from their Department Director and the Human Resources Director prior to a PTO leave. The Department Director and the Human Resources Director each have the right to deny the requested PTO and to require that it be taken at a time more convenient to the Township. This paragraph shall not apply to PTO taken for reasons that qualify for sick days under Section 12.2a or the Paid Medical Leave Act.

#### Medical/FMLA Qualified Absences More Than Three Days

If the employee will be off for more than three days due to a medical or a FMLA qualified absence, a Leave of Absence Request Form will be required. See Section 12.8 Leave of Absence.

For any illness of an employee extending beyond three (3) days, a doctor's certificate may be required by the Superintendent or the Superintendent's Designee. The doctor's certificate must certify that the employee has been treated and whether or not the employee is able to resume either normal or limited job duties. The doctor's certificate must be submitted to his/her Department Director prior to returning to work. If restrictions are noted, the Department Director and Human Resources Director will determine if work is available.

#### **12.10d Termination/Layoff**

Any PTO in an employee's PTO bank at the time of termination or layoff will be paid on or after the employee's last day of employment.

#### **12.10e Paid Medical Leave Act**

If the benefits provided under Section 12.10 do not comply with the minimum requirements of the Paid Medical Leave Act, as amended or replaced, the Paid Medical Leave Act will control.

*(Added 10/27/2014, Amended 03/25/2019)*

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: March 25, 2019

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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 March 25, 2019, 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