



**GRAND HAVEN CHARTER
TOWNSHIP BOARD
MONDAY, JANUARY 25, 2021
Remote Electronic Meeting**

According to the Attorney General, interrupting a public meeting in Michigan with hate speech or profanity could result in criminal charges under several State statutes relating to Fraudulent Access to a Computer or Network (MCL 752. 797) and/or Malicious Use of Electronics Communication (MCL 750.540). According to the US Attorney for Eastern Michigan, Federal charges may include disrupting a public meeting, computer intrusion, using a computer to commit a crime, hate crimes, fraud, or transmitting threatening communications. Public meetings are monitored, and violations of statutes will be prosecuted.

Zoom Meeting: go to www.zoom.us/join
Meeting ID: 986 9002 3480 | Passcode: 211579

REGULAR MEETING – 7:00 P.M.

- I. CALL TO ORDER
- II. ROLL CALL
- III. STATEMENT ON REMOTE MEETING
- IV. APPROVAL OF MEETING AGENDA
- V. PUBLIC COMMENTS – (*Agenda Items Only*)
If you would like to comment on an Agenda Item Only, please click “Raise Hand” at the bottom of your screen or press Alt+Y. The Zoom Moderator will unmute you when it is your turn to speak. Comments will be limited to three (3) minutes.
- VI. CONSENT AGENDA
 1. Approve January 11, 2021, Regular Board Minutes
 2. Approve Payment of Invoices in the Amount of \$272,826.23 (*A/P checks of \$147,662.70 and payroll of \$125,163.53*)
 3. Approve Hofma Park Lift Station Upgrade Bid (\$73,000)
 4. Approve 2021 Subdivision Paving List (\$263,815)
 5. Re-Appointment of Brock Hesselsweet to Planning Commission for Term Ending 8/31/24
- VII. LOUTIT DISTRICT LIBRARY PRESENTATION (*Director John Martin & GHT Loutit Board Representative Caryn Lannon & Cathy Rusco*)
- VIII. OLD BUSINESS
 1. Approve Resolution 21-01-04 – Harbor Transit & Streets Renewal Ballot Language
 2. Approve Resolution 21-01-05 – North Ottawa Council on Aging (*dba Four Pointes*) Renewal Ballot Language
- IX. NEW BUSINESS
 1. Approve Resolution 21-01-06 – Duty Status Pay

X. REPORTS & CORRESPONDENCE

1. Committee Reports
2. Manager's Report
 - a. December Public Services Report
 - b. 2021 Project List
3. Other

XI. PUBLIC COMMENTS – *(Non-Agenda Items)*

If you would like to comment on a Non-Agenda Item Only, please click "Raise Hand" at the bottom of your screen or press Alt+Y. The Zoom Moderator will unmute you when it is your turn to speak. Comments will be limited to three (3) minutes.

XII. ADJOURNMENT

**GRAND HAVEN CHARTER TOWNSHIP BOARD
MONDAY, JANUARY 11, 2021**

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. ROLL CALL

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

Board members absent: Wagenmaker

Also present was Manager Cargo, Fire/Rescue Chief Sipe, Public Works Director VerBerkmoes, and Community Development Director Fedewa.

III. APPROVAL OF MEETING AGENDA

Motion by Trustee Meeusen and seconded by Clerk Larsen to approve the meeting agenda.

Which motion carried pursuant to the following roll call vote:

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

Nays:

Absent: Wagenmaker

IV. STATEMENT ON REMOTE MEETING

It was noted that the Township Board was meeting remotely on the Zoom platform because of health concerns associated with COVID-19 pandemic. Information on this remote meeting has been posted so that the public may participate. All elected officials present noted that they are meeting remotely and are located within Grand Haven Charter Township.

V. PUBLIC COMMENTS – (*Agenda Items Only*)

Supervisor Reenders announced that a period for public comments on agenda items was now opened.

Manager Cargo noted that if a person would like to comment on an Agenda Item Only, please click “Raise Hand” at the bottom of your screen or press Alt+Y. The Zoom moderator (*i.e., Stacey Fedewa*) will unmute you when it is your turn to speak. Comments will be limited to three (3) minutes.

There being no public comments, Supervisor Reenders announced that the period for public comments on agenda items was now closed.

VI. APPROVAL OF CONSENT AGENDA

1. Approve December 14, 2020, Regular Board Minutes

2. Approve Payment of Invoices in the Amount of \$693,553.51 (*A/P checks of \$482,771.26 and payroll of \$210,782.25*)

3. Approve Purchase of Vehicle for Fire/Rescue Chief (\$37,006)
4. Approve Finance Area Roof Repair – Approve Bid – HVAC (\$9,500)

Motion by Treasurer Kieft and seconded by Trustee Behm to approve the items listed on the Consent Agenda. **Which motion carried**, pursuant to the following roll call vote:

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

Nays:

Absent: Wagenmaker

VII. OLD BUSINESS

1. **Motion** by Trustee Redick supported by Trustee Behm to approve Resolution 21-01-01 that schedules a bond election for May 4th and provides ballot language for the bond in the amount of 6.14 million dollars for the development of the Schmidt Heritage Park and other specified park improvements. **Which motion carried** pursuant to the following roll call vote:

Ayes: Behm, Meeusen, Redick, Reenders, Larsen

Nays: Kieft

Absent: Wagenmaker

2. Trustee Redick noted he has a pecuniary interest in this contract (*i.e., estimated at \$900*) and has made specific disclosures as provided by state law. These disclosures include that Trustee Redick is an equity member in the law firm of Mika Meyers and shares in all proceeds of the firm.

As a result of the aforementioned, Trustee Redick requests that the Board allow him to be recused on both the discussion and the vote regarding the bond counsel.

Motion by Treasurer Kieft supported by Clerk Larsen to allow Trustee Redick to recuse himself from discussion and vote on the bond counsel because of a pecuniary interest that Redick has in this contract. **Which motion carried** pursuant to the following roll call vote:

Ayes: Kieft, Reenders, Meeusen, Behm, Larsen

Nays:

Absent: Wagenmaker

3. **Motion** by Kieft supported by Behm to authorize Superintendent Cargo to execute a legal services agreement with Mika Meyer for bond counsel services not to exceed \$22,000 related to the proposed \$6 million bond for Parks additions and improvements.

Which motion carried pursuant to the following roll call vote:

Ayes: Larsen, Kieft, Reenders, Behm, Meeusen

Nays:

Absent: Wagenmaker

VIII. NEW BUSINESS

1. Discussion occurred regarding the proposed closure of the railroad crossing and Pierce Street access to US-31. It was noted that if both Pierce and Warner (*i.e., west of US-*

31 and the railroad crossing) were closed that Township access to street funds would increase from \$100k to \$250k.

The Board instructed staff to seek Planning Commission comments on the proposal to add Warner to the proposed US-31 access/railroad crossing closure and include the matter on the January 25th Board meeting for further discussion.

2. **Motion** by Trustee Redick supported by Clerk Larsen to authorize staff to purchase thirteen NBI generators from FridgeWize to be installed in the HVAC units that serve the occupied spaces of the DPW building, the Administrative building (*including the Board Room*), and the Fire/Rescue building (*including the exercise room*) at a cost of \$8,502 and to contract with a local HVAC contractor to complete the installation at an estimated cost of \$6,500. **Which motion carried** pursuant to the following roll call vote:

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

3. **Motion** by Clerk Larsen supported by Trustee Behm to approve Resolution 21-01-03 approving a two-year license agreement with Potluck Pick-up for waste collection and hauling services in Grand Haven Charter Township pursuant to the provisions contained within their application. **Which motion carried** pursuant to the following roll call vote:

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

IX. REPORTS AND CORESPONDENCE

- a. Committee Reports
 - i. Clerk Larsen noted that the Personnel Committee would meet at 7:00 a.m. using Zoom on Wednesday.
 - ii. Trustee Redick noted that NORA would meeting on January 21st.
- b. Manager's Report, which included:
 - i. December Building Report
 - ii. December Ordinance Enforcement Report
 - iii. November Public Services Report
 - iv. November Legal Review
- c. Others
 - i. Treasurer Kieft proposed that the Board hold a goal setting work session. Supervisor Reenders will discuss scheduling this with Manager Cargo.
 - ii. Chief Sipe noted that the RFP for the space needs study was distributed with proposals due on February 10th.

X. PUBLIC COMMENTS

Supervisor Reenders announced that a period for public comments on non-agenda items was now opened.

Manager Cargo noted any person would like to comment on a non-agenda item only, please click "Raise Hand" at the bottom of your screen or press Alt+Y. The Zoom moderator will unmute you when it is your turn to speak. Comments will be limited to three (3) minutes.

There being no public comments, Supervisor Reenders announced that the period for public comments on agenda items was now closed.

XII. ADJOURNMENT

Motion by Clerk Larsen and seconded by Trustee Meeusen to adjourn the meeting at 8:00 p.m. **Which motion carried**, pursuant to the following roll call vote:

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

Nays:

Absent: Wagenmaker

Respectfully Submitted,



Laurie Larsen
Grand Haven Charter Township Clerk



Mark Reenders
Grand Haven Charter Township Supervisor



Manager's Memo

DATE: January 21, 2021

TO: Township Board

FROM: Bill

RE: 2021 – Hofma Park Pump Station Improvements Approve Low Bid

As you may recall, the Township budgeted \$350,000 to complete improvements to the Hofma Park lift station ... and, spent \$54,000 to purchase a dry pit submersible pump as part of this project.

Bids on the aforementioned project were received with a high bid of \$104,600 and a low bid of \$73,000 from Franklin Holwerda Company. (*See Bid Tabulation Summary below.*)

Number	Contractor Name	Bid Amount
1st	Franklin Holwerda Company 2509 29th Street SW, Wyoming, MI 49519	\$73,000.00
2nd	Allied Mechanical 3860 Roger B Chaffee Memorial Blvd SE, Grand Rapids, MI 49548	\$81,688.00
3rd	Jackson-Merkey Contractors, Inc. 3430 Lund Avenue, Muskegon, MI 49442	\$94,470.00
4th	Kamminga & Roodvoets 3435 Broadmoor SE, Grand Rapids, MI 49512	\$97,550.00
5th	Wadel Stabilization 2500 Oceana Drive, Hart, MI 49420	\$104,600.00

The low bid (*with the previously purchased pump*) equals \$127,000 (*or about 36% of the approved budget*). (*Repairs of a ground water leak into this pump station must also be addressed with the remaining monies.*)

That said, both engineer Kieft and staff recommend moving forward with the project and awarding the bid to Franklin Holwerda Company – a firm that has completed work for the Township in the past (*e.g., the 2015 Hidden Creek lift station rehabilitation*). To approve the low bid and proceed with the project, the following motion can be offered:

Move to approve the low bid of \$73,000 from Franklin Holwerda Company for the improvements to the Hofma Park lift station and authorize Superintendent Cargo to execute the necessary contract documents.

If you have any questions or comments, please contact Cargo.





SUPERINTENDENT'S MEMO

DATE: January 19, 2021
TO: Township Board
FROM: Bill Cargo
SUBJECT: FY 2021 Street Resurfacing

As you may recall, the FY 2021 Budget contained a total of **\$250k** for street resurfacing to supplement the work of the Ottawa County Road Commission (OCRC). The proposed list of road paving for 2021 is estimated at **\$263,815** and includes the following:

Bituminous Resurfacing

1. Burkshire Drive – Lakeshore Drive east to cul-de-sac – 1,087 feet – about \$49,990
2. Duneside Drive – Lakeshore Drive west to cul-de-sac – 1,389 feet – about \$57,554
3. Lost Channel Trail – Robbins Road to High Ridge Drive – 1,161 feet – about \$55,696
4. Charles Court – Sharon Avenue west to cul-de-sac – 1,050 feet – about \$51,315
5. Sharon Avenue – Comstock Street to Mercury Drive – 1,491 feet – about \$49,260

All of the subdivision roadways are rated a "5" on the 10-point PASER scale and total about **0.89 miles** of bituminous re-surfacing. *(Recall that the Township has about **40 miles of subdivision streets**. Further, since 1987 the Road Commission delegated 100% of the costs associated with subdivision resurfacing to the Townships. For 2020, Grand Haven Township will resurface about **2.3%** of all subdivision streets. This is less normal because about \$550k will be used for the paving of 160th Avenue between Ferris Street and Lincoln Street.)*

These are pre-bid estimates and the actual paving cost is typically **less** than the estimate. Based upon the OCRC bid price and the Township's 2020 financial audit, the Township may be able to add additional streets at a later date. To proceed forward with these road improvement projects, the following motion can be offered:

Move to approve the Township to fund the re-surfacing of approximately 0.89 miles of streets and for the Township Superintendent to execute the Project Estimate agreement with the Ottawa County Road Commission at an estimated cost of \$263,815. It is noted that this is a pre-bid estimate.

Please contact me with any questions or comments at your convenience.

SUPERINTENDENT'S MEMO

DATE: January 19, 2021
TO: Township Board
FROM: Cargo
SUBJECT: Supervisor Reenders' Re-Appointment – Hesselsweet

Supervisor Reenders is recommending the re-appointment of Brock Hesselsweet to the Planning Commission – where he has served since 2017. Hesselsweet is a local architect with experience in planning and development.

To proceed forward with the appointment, the following motion can be offered:

Move to appoint Brock Hesselsweet to the Planning Commission for a term ending August 31, 2022.

If you have any questions or comments prior to the meeting, please contact Supervisor Reenders.



Loutit District Library

Expanding Horizons. Enriching Minds. Engaging Community.

January 11, 2021

Mr. Mark Reenders, Supervisor
Grand Haven Charter Township
13300 168th Ave.
Grand Haven, MI 49417

Dear Supervisor Reenders,

Enclosed you will find a copy of Loutit District Library's *Annual Report* for the fiscal year July 1, 2019 – June 30, 2020. This year's Annual Report also includes updates on activities and initiatives undertaken by library staff to respond to the Covid-19 pandemic through December 2020. I am sending you this report at the request of Loutit District Library board members Caryn Lannon and Cathy Rusco who were appointed by the Grand Haven Charter Township Board to our library board.

The Library is a valuable resource for quality educational materials and cultural programming in the Tri-Cities area. Residents' increased usage of this fabulous facility demonstrates our success in meeting their educational, informational, cultural and recreational needs. I do not need to tell you that 2020 was a difficult and stressful year. However, through the ingenuity and enthusiasm of our staff, we were able to pivot in Spring 2020 and embark on new adventures, with library service provided in fresh and exciting ways. Highlights from the last year include:

- Library late fees were abolished in September 2019, eliminating a barrier to library service for those with limited income, transportation issues, or disabilities;
- Began a joint project with GHAPS to ensure all students have a public library card so they can access print and online library materials;
- More than 285,000 items were checked out of the library – and if electronic check-outs of downloadable materials are included – more than 375,000 items were checked out;
- Allocated additional library funding to online resources to provide residents access to an increased number of online books, magazines, music and more;
- Programs for youth and teens were attended by more than 10,000 area children;
- More than 6,700 area adults attended library programs;
- More than 140,000 books, CDs, DVDs, magazines, and other items are available at the Library;
- The Library's Local History and Genealogy Room is an excellent source for historical photos and information on the Grand Haven area, including free access to [Ancestry.com](https://www.ancestry.com), [Fold3](https://www.fold3.com), [Newspapers.com](https://www.newspapers.com) and other historical and genealogical research databases;
- In conjunction with the Ottawa County Planning and Performance Improvement Department, and all nine public libraries in Ottawa County, the library added 20 T-Mobile Hotspot devices in October 2019. Through additional grants we have added 20 more devices since the start of Covid-19 for a current total of 40;

407 Columbus Avenue Grand Haven, MI 49417
Phone (616) 850-6900 ~ www.loutitlibrary.org

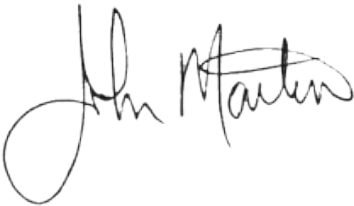
- During the early stages of the Covid-19 shut down in Spring 2020, library staff personally contacted over 1,500 residents over the age of 70 to see how we could assist them;
- And, in partnership with the Spring Lake District Library, Tri-Cities Historical Museum, Ottawa County Parks and Recreations, the City of Grand Haven, the Village of Spring Lake, and generous donors, we created and installed StoryWalks around the area to encourage parents, families and grandparents to read a story while out for a stroll in local and County parks.

The Library's website – www.loutitlibrary.org – provides access to a wide array of information. You can visit the website to search our shared on-line catalog of materials from libraries throughout West Michigan, see historical photos of the Grand Haven region, explore a variety of online business and educational resources, or find free electronic books, movies, music and magazines. The variety of information there is virtually limitless. In addition, we connect to the community through a variety of social media sites -- Facebook, Twitter, Instagram and Pinterest.

As Library Director, I appreciate the valuable volunteer service of your appointed representatives to the library board, Caryn Lannon and Cathy Rusco.

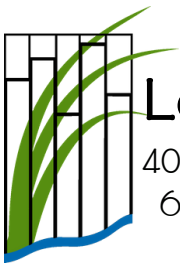
If you have questions or comments, please feel free to contact me. I can be reached at 616.850.6912 or jmartin@loutitlibrary.org.

Sincerely,

A handwritten signature in black ink that reads "John Martin". The signature is written in a cursive style with a large, looping initial "J".

John Martin
Library Director

Cc: Laurie Larsen, Clerk
William Kieft III, Treasurer
Howard Behm, Trustee
David Gignac, Trustee
Cal Meeusen, Trustee
Ron Redick, Trustee
William Cargo, Township Superintendent
Caryn Lannon, Loutit District Library Board of Trustees
Cathy Rusco, Loutit District Library Board of Trustees



Loutit District Library

407 Columbus Ave, Grand Haven MI 49417
616.850.6900 www.loutitlibrary.org

2020

July 1, 2019 - June 30, 2020
Fiscal Year

Report to the COMMUNITY

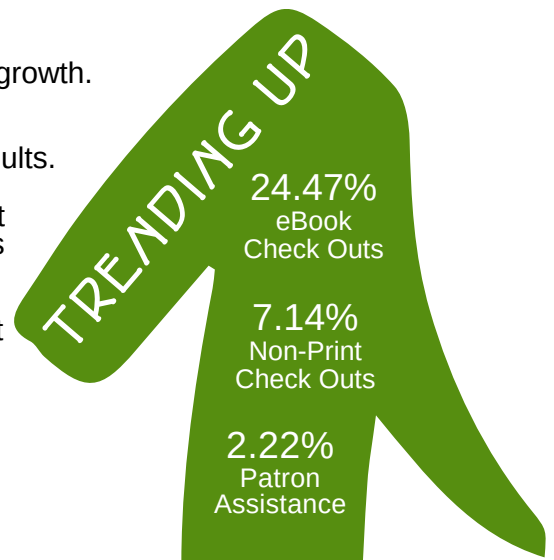
Mission & Vision

Expanding Horizons, Enriching Minds,
Engaging Community

Reading, Learning, Doing, Dreaming

GOALS & TRENDS

- Promote Loutit District Library's visibility as a community space where everyone is respected and welcome to share, learn and pursue personal growth.
- Offer excellent and financially responsible library activities, services and programs of social, economic and cultural interest for youth, teens and adults.
- Provide, facilitate and expand access to technology, and digital and print resources that meet the informational, educational and recreational needs of our library patrons.
- Collaborate with area agencies and non-profits to leverage Loutit District Library's resources to promote civic engagement, provide entertainment, and promote learning and self-improvement.
- Begin implementation of Strategic Plan that was developed over a six-month planning process in 2019.



BOARD OF TRUSTEES

Dave De Young, President	City of Grand Haven
Kathleen Osmun, Vice President	Robinson Township
Mary Jane Belter, Secretary	Grand Haven Area Public Schools
Burton H. Brooks, Treasurer	City of Grand Haven
Helen Bulthouse	Robinson Township
Caryn Lannon	Grand Haven Charter Township
Cathy Rusco	Grand Haven Charter Township
Lisa Menerick	City of Ferrysburg

LEADERSHIP TEAM

John Martin	Library Director
Michelle Moore	Assistant Director, Library Services
Sara Derdowski	Assistant Director, Finance & HR
Allison Boyer	Head of Youth Services
Ben Knight	Reference & Information
Jeanette Weiden	Local History & Genealogy
Kim Rice	Circulation
Kerry Fitzgerald	Head of Technical Services
Chelsea McCoy	Youth Services & Marketing

LDL SAID GOODBYE TO LATE FEES!

In September 2019, Loutit District Library adopted a growing trend in the library world and eliminated late fees on overdue items. The primary reason for eliminating late fees is that those charges presented a barrier to

library services for those with limited income, disabilities, and transportation issues. By eliminating this barrier, the library is able to provide equitable access to library materials for all residents. Through June 2020, LDL has retroactively forgiven \$23,131 in outstanding fines.

SHOW YOUR CARD

Loutit District Library partnered with Spring Lake District Library and Tri-Cities area businesses for the first time in September 2019 to encourage people to sign up for library cards. During the entire month of September, which is National Library Card Signup Month, card holders who showed their library card at participating local businesses were eligible for special offers including discounts and freebies. For the month of September 2019, the library issued 110 cards to new patrons.

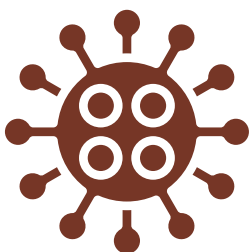
EARLY LITERACY PLAY AREA

In November 2019, the Youth Fund of the Grand Haven Area Community Foundation awarded Loutit District Library a \$4,800 grant for the creation of a new Early Literacy Family Play Area, designed to provide a free, accessible, educational space for young children to play and learn. The play area opened in January 2020. It is temporarily unavailable to patrons due to Covid precautions.



MOBILE HOTSPOTS

Working with the Ottawa County Planning and Performance Improvement Department, the nine public libraries in Ottawa County joined together in submitting a successful grant request to the Library of Michigan to provide mobile hotspot devices in all areas of the county. The grant, in excess of \$80,000, was made possible in part by the Institute of Museum and Library Services through a grant administered by the Library of Michigan. The library purchased twenty mobile hotspot devices which circulate free of charge for up to three weeks. These devices have been very popular among patrons and do not sit on the shelves for long before they are checked out!



COVID RESPONSE

Library service as we knew it radically changed on March 13, 2020. Library staff immediately shifted gears and began providing remote, online service to residents via phone, computer, social media, and text messaging. Funds were shifted to provide expanded access to online materials. Storytime sessions for children were offered Friday mornings via Facebook Live. Informational programs for adults and children were offered on Facebook and via Zoom. Like everyone else, library staff pivoted rapidly to the online environment to meet the informational and recreational needs of area residents. The library reopened for curbside delivery of library materials in June and reopened, in a new way, to the public in July 2020.

DIGITAL CARDS

While the library building was completely closed during quarantine, many residents reached out to library staff requesting access to library materials. The circulation department issued 70 digital cards allowing patrons who did not have physical library cards prior to shutdown access to audiobooks, eBooks, magazines, movies and comics online through our apps Hoopla, Libby, Overdrive, RB Digital, and Kanopy.

PHONE CALLS TO SENIORS

A few of our staff members undertook the task of calling approximately 1,500 patrons over the age of 70 to ask if the library could do anything to support them during quarantine. Patrons were very happy to hear from staff checking in on their well-being. Staff also shared information about the online resources Loutit District Library offers that they could access from home during quarantine. Many patrons shared how much they love and missed the library.

PROCESSING NEW BOOKS

Even though staff was working at home from March until the beginning of June, new books were still being ordered and needed to be processed. New books were delivered to the homes of those in the Circulation Department, along with the materials needed to process books. There were hundreds of books processed at the homes of staff members so the books would be ready for patrons to check out when we reopened.

WADE ROUSE AUTHOR TALK

Wade Rouse, author of the heartwarming Viola Shipman novels, set his latest book, *The Heirloom Garden*, in Grand Haven. Although the pandemic cancelled the catered event at the Tri-Cities Historical Museum, Wade graciously agreed to hold a Facebook Live event with the library to celebrate publication. Copies of the new book were purchased and mailed to a dozen lucky participants.

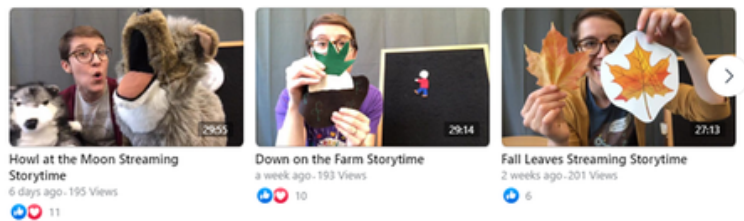


CURBSIDE PICKUP

Curbside pickup of library materials started in June, and the phones rang continuously with patrons requesting to schedule a pickup time. There were 50-60 deliveries per day as pickup times were available for both morning and afternoon. Once the library adopted a new program called Calendly, patrons were able to schedule a curbside pickup online which freed up the phone. After the library reopened in June for patrons to visit in person, curbside requests dropped in numbers. Patrons who are still not comfortable coming into the building continue to utilize this service. In the future, LDL will be able to return to curbside pickup as needed if health regulations prevent patrons from being in the building.

LSTA GRANT

The Loutit District Library was awarded a Library of Michigan Library Services Technology Act (LSTA) grant to provide an in-person gaming station. Due to the pandemic, the Library of Michigan allowed Loutit District Library to re-imagine the grant's use for a video studio to use in the creation of virtual storytime videos, Local History presentations, still photography, and more. Many patrons have been able to watch and enjoy this digital content from their own home!



VIRTUAL STORYTIMES

Friday morning storytimes continued even with the library being closed! Since March 20, Streaming Storytime with Miss Elizabeth airs live every Friday morning at 10:00 on Facebook Live. To date, the youth department has produced 27 storytimes (and counting!) allowing families to share stories, songs, and activities even while in-person storytimes are on hiatus.



SUMMER READING REIMAGINED

The Youth and Reference & Information departments worked together to adapt our Summer Reading Clubs from a paper-based challenge to an online challenge using a new web-based program, Beanstack. With the uncertainty of whether the library would be open in time for the Summer Reading Club, Beanstack allowed the library to still provide the community with a unique reading challenge with 565 participants of all ages reading and completing activities.

STORYWALK®

In June 2020 the Youth Department, in collaboration with Spring Lake District Library, the Tri-Cities Historical Museum, Ottawa County Parks and Recreation, the City of Grand Haven, and the Village of Spring Lake, debuted the first in a series of StoryWalks® at Hemlock Crossing Park. For each StoryWalk®, pages from a picture book are posted on signs along a path or trail for families to read together, as well as ideas for activities to do as they stroll. To date, Loutit District Library has offered 7 StoryWalks®, encouraging families to read and explore at Hemlock Crossing Park, Central Park, Connor Bayou Park, Grand Haven Waterfront, Duncan Park, and Rosy Mound Natural Area. Due to the very positive reception, the youth department plans to continue offering StoryWalks® throughout the seasons.



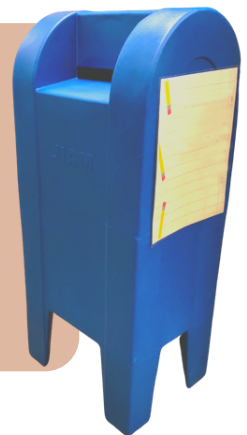
GRAPHIC NOVEL TALKS

In the spirit of a book club, short (2-3 minute) videos talking about graphic novels and comics were created and posted weekly on Facebook promoting graphic novels available through Hoopla. Comparing Jul 2019 to Jul 2020 we have seen a 292% increase in Hoopla comics checkouts.



LETTERS TO A LIBRARIAN

Having to think outside the box on how the library could connect to patrons while our building was closed, our staff came up with the idea of "Letters to a Librarian." Families could sign up their children and youth librarians would send each child a personalized letter in the mail. Many joyful photos were received of kids holding their letters and the letters they sent back were precious and hilarious.



TAKE AND MAKE

While in person programs were not on the horizon, staff found a way to bring library events directly into patron's homes. Starting in early July, Take and Make kits were offered for littles, kids, and teens to take home and make their own creation including play dough, a catapult, tie dye face masks and candy sushi. This fall, the offering was expanded to adults with mini macramé plant holders, book pumpkins, and gnome ornaments. Due to the very positive reception, the library plans to continue offering Take and Make kits.



PHYSICAL MATERIALS



191,466
Print Material
Checkouts



95,061
Non-Print
Material
Checkouts

= 286,527
Physical Materials
Checked Out

DIGITAL MATERIALS



83,776 eBooks &
eAudiobook
Checkouts

+



4,818 eMagazine
Checkouts

88,594
Digital Materials
Checked Out



111,966
People Visited Us

INTERNET & COMPUTERS



12,678
Computer
Sessions



224,294
Wireless
Sessions

CIRCULATION BY MUNICIPALITY

MUNICIPALITY	2019 - 2020	% TOTAL
Grand Haven Charter Township	112,476	39.26%
City of Grand Haven	88,835	31.00%
Robinson Township	24,352	8.50%
City of Ferrysburg	14,666	5.12%
Port Sheldon Township (partial)	5,747	2.00%
Non-Resident	40,451	14.12%
TOTALS	286,527	100.00%

The numbers above reflect the circulation of print and audio-visual materials within the Lakeland Library Cooperative. They do not include digital circulation and loans outside the cooperative.

TOTAL PROGRAMS 528

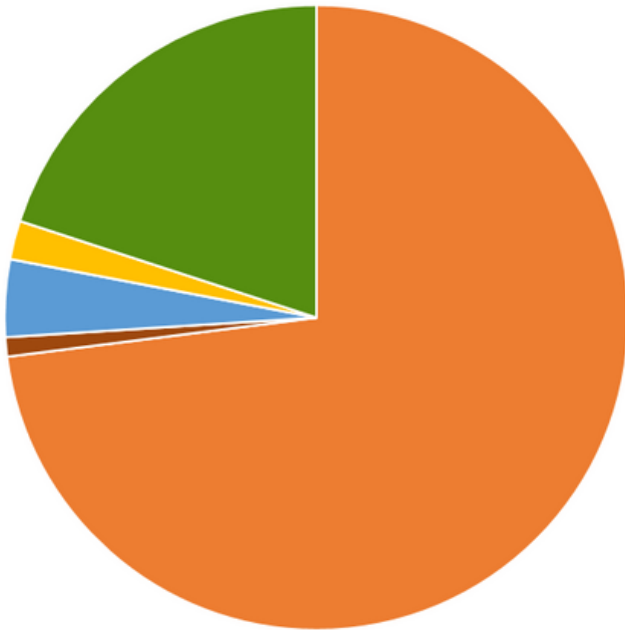
Program Attendance 17,799

Children's 10,327

Teen 732

Adult 6,740

REVENUE



Property Taxes.....	\$2,139,312	73%
Property Sale of Robbins Road.....	\$579,920	20%
County Penal Fines.....	\$114,482	4%
Donations & Misc.....	\$75,782	2%
State Aid.....	\$28,452	1%

Total \$2,937,948

Other Financing Sources

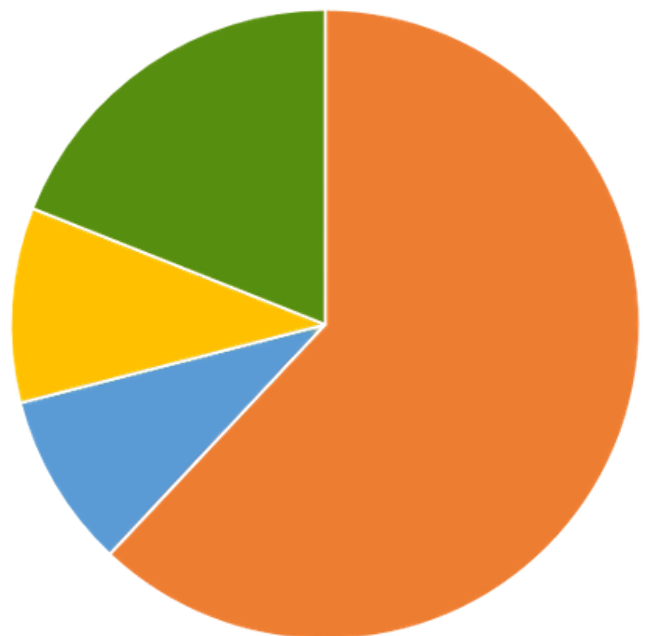
Transfer From Maintenance Fund.....\$111,234

EXPENDITURES

Employee Benefits & Wages.....	\$1,312,873	62%
Building & Equipment.....	\$391,173	19%
Library Programs & Collections*	\$220,244	10%
Other Expenses.....	\$182,734	9%

Total \$2,107,025

**Books, Audiobooks, eBooks, CDs, DVDs, Magazines*



Other Financing Uses

Transfers to Debt Service Fund.....\$321,300

Please see our audited financial statements for more details at loutitlibrary.org.



SUPERINTENDENT'S MEMO

DATE: January 18, 2021
TO: Township Board
FROM: Bill Cargo
SUBJECT: Renewal of Harbor Transit & Streets Millage – Schedule an Election

As you are aware, the Grand Haven Charter Township’s Harbor Transit & Streets millage is due for renewal in May. This 0.95 mill property tax funds the Township’s portion of Harbor Transit service, street resurfacing projects, re-graveling rural roads, and dust control on the gravel roads.

This will be the **second renewal** of this millage – that was originally approved by voters in 2011.

If the Board supports the renewal of the Harbor Transit & Streets millage on the next upcoming election, the following motion can be offered:

Move adopt Resolution 21-01-04 approving the necessary ballot language and resolution for the renewal of the 0.95 Harbor Transit & Streets millage for the May 4th election.

Statistics Regarding the Harbor Transit/Streets Millage

About **66%** of the monies collected (*i.e., over \$4.0 million*) from the 0.95 mills Transportation millage have been used to support Harbor Transit service through the Township. Grand Haven City, Spring Lake Village, Ferrysburg City, Spring Lake Township and Grand Haven Charter Township are all partners that collaborate to provide this on-demand bus service.

Ridership with Harbor Transit (*just for Grand Haven Township*) has grown by about **72%** — increasing↑ from about 32,000 rides in 2011 to over **55,000 rides in 2019**. (*2020 numbers have not been used because of the limited service provided due to the COVID-19 pandemic.*)

About **37%** of the monies (*i.e., over \$2 million*) were used to supplement the Township road maintenance program. When combined with General Fund monies and Tax Increment Finance funds, the Township has budgeted about **\$5.2 million** from 2011 through 2021 and accomplished the following:

- ✓ Re-surfaced about **27.8** miles of local or subdivision streets;

- ✓ Crack sealed about **49** miles of roadways;
- ✓ Re-graveled over **6.8** miles of rural roadways; and,
- ✓ Applied **30** dust palliative treatments to the Township's 19 miles of gravel roadways.

The above numbers are fairly impressive, especially when it is understood that the figures do not include road maintenance done by the Ottawa County Road Commission. (*During this same ten-year period the OCRC re-surfaced about **14.2** of roadways and re-graveled about 2.9 miles.*)

EXCERPTS OF MINUTES

At a regular meeting of the Township Board of the Grand Haven Charter Township, Ottawa County, Michigan, held on the 25th day of January 2021, at 7:00 p.m., local time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and supported by _____:

RESOLUTION 21-01-04

WHEREAS, the Township desires to place before its electors at the May 4th election a transportation millage renewal proposition;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The following proposition shall be submitted to the qualified electors of Grand Haven Charter Township, Ottawa County, Michigan, at an election held on May 4, 2021:

**HARBOR TRANSIT AND STREETS
MILLAGE RENEWAL PROPOSITION**

Shall the expired previously voted increase in property taxes may be levied against property in Grand Haven Charter Township, Ottawa County, Michigan, reduced by required rollback to .91150 mill, be renewed and increased for six (6) years, 2021 through 2026, inclusive, in the amount of 0.95 mill (\$0.95 per thousand dollars of taxable valuation), for all property in the Township, to provide funds to pay the cost for Grand Haven Charter Township to participate in the Harbor Transit Multi-Modal Transportation System, and to provide funds to repair, construct or reconstruct roads, bridges, or drainage structures; and shall the Township be authorized to levy the tax? The estimate of the revenue the Township will collect if the millage is approved and levied in its entirety in the 2021 calendar year is approximately \$829,475.

YES ()
NO ()

2. The Township Clerk is authorized and directed to timely certify this resolution, containing the Harbor Transit and Streets Millage Renewal Proposition, to the County Clerk for the County of Ottawa, Michigan.

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

YES: _____

NO: _____

RESOLUTION DECLARED AND ADOPTED.

Dated: January 25, 2021

Laurie Larsen, Clerk

CERTIFICATE

I, the undersigned, the duly qualified and acting Township Clerk of Grand Haven Charter Township, 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 day of January, 2021. 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, Clerk

SUPERINTENDENT'S MEMO

DATE: January 18, 2021
TO: Township Board
FROM: Bill Cargo
SUBJECT: Council on Aging (Four Pointes) Millage Renewal – Ballot Language

Attached, please find Resolution 21-01-05 (*i.e., ballot language for the renewal of the Council on Aging millage*).

The attached ballot language was reviewed by Attorney Bultje pursuant language from the North Ottawa Council on Aging (*dba Four Pointes*).

The millage request is for four years, beginning with the December of 2021 tax bill. The ballot request will be placed on the May 4th election.

The millage will allow Four Pointes to collect about **\$218,283** from Township taxpayers for their organization.

To proceed with the millage renewal, the following motion can be offered:

Move to approve and adopt Resolution 21-01-05 that approves the ballot language for the renewal of a 0.25 mills millage rate for the purpose of providing funds to be paid to the North Ottawa County Council on Aging (dba Four Pointes), at an election held on Tuesday, May 4th.

If you have any questions or comments prior to the Board session, please contact Cargo at your convenience.

EXCERPTS OF MINUTES

At a regular meeting of the Township Board of the Grand Haven Charter Township, Ottawa County, Michigan, held on the 25th day of January 2021, at 7:00 p.m., local time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and supported by _____:

RESOLUTION 21-01-05

WHEREAS, the Township desires to place before its electors at the May 4th election a North Ottawa County Council on Aging (*dba Four Points*) renewal proposition;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The following proposition shall be submitted to the qualified electors of Grand Haven Charter Township, Ottawa County, Michigan, at an election held on May 4, 2021:

**FOUR POINTES
MILLAGE RENEWAL PROPOSITION**

Shall the expired previously voted increase in property taxes that may be levied against property in Grand Haven Charter Township, Ottawa County, Michigan, reduced by required rollback to .2459 mill, be renewed and increased for four (4) years, 2021 through 2024, inclusive, in the amount of 0.25 mill (\$0.25 per thousand dollars of taxable valuation), for all property in the Township, to provide funds for appropriation to the North Ottawa County Council on Aging (doing business as Four Pointes Center for Successful Aging) for the purposes of planning, coordinating, evaluating, and providing services to older persons residing in the Township; and shall the Township be authorized to levy the tax? The estimate of the revenue the Township will collect if the millage is approved and levied in its entirety in the 2021 calendar year is approximately \$218,283.00.

YES ()
NO ()

2. The Township Clerk is authorized and directed to timely certify this resolution, containing the North Ottawa County Council on Aging (*dba Four Points*) Renewal Proposition, to the County Clerk for the County of Ottawa, Michigan.

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

YES: _____

NO: _____

RESOLUTION DECLARED AND ADOPTED.

Dated: January 25, 2021

Laurie Larsen, Clerk

CERTIFICATE

I, the undersigned, the duly qualified and acting Township Clerk of Grand Haven Charter Township, 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 day of January, 2021. 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, Clerk



TO: Township Board
FROM: Andrea Dumbrell, Human Resources Director
DATE: January 21, 2021
RE: Duty Status Pay Increase Approval

In the Fall of 2020, Assistant Director of Public Services, Dan Tlachac, notified the Township Administration that the weekly duty status pay of \$50 had not increased in the twenty-five years since it was implemented. Additionally, he shared information on what neighboring municipalities were paying their department of public services employees for being on call and recommended increasing the Township's weekly duty status pay to \$150 a week. Upon receipt of the information, Bill Cargo requested a survey of the Township's comparable municipalities be completed by HR Director Dumbrell.

Attached are the results of the survey that was completed in December 2020 of comparable and neighboring municipalities. Upon reviewing the results and learning that the average weekly pay equaled \$164.13, Bill Cargo, Andrea Dumbrell, Dan Tlachac and Mark VerBerkmoes agreed to recommend increasing the weekly duty status pay to \$150 a week.

On January 13, 2021, the Personnel Committee considered and approved forwarding the revised Duty Status Pay Policy to the Township Board for approval.

Following are the current and recommended, highlighted revisions to the Personnel Manual for the increase:

5.8 DUTY STATUS PAY

Current: Non-Exempt employees of the Public Services Department who are required to serve "duty status", which requires him/her to carry a pager after normal business hours in order to respond to the Department of Public Services Offices within thirty (30) minutes for emergency call outs, shall be compensated in the amount of fifty-dollars (\$50.00) for each week of "duty status."

Recommended: Non-Exempt employees of the Public Services Department who are required to serve "duty status", which requires him/her to carry a **pager cell phone** after normal business hours in order to respond to the Department of Public Services Offices within thirty (30) minutes for emergency call outs, shall be compensated in the amount of **fifty-dollars (\$50.00) one hundred fifty dollars (\$150)** for each week of "duty status."

If the Township Board supports the recommended Duty Status Pay Policy revisions, the following motion could be offered for consideration:

Motion to approve Resolution 21-01-06, authorizing the Duty Status Pay Policy, as submitted, retroactive to January 4, 2021.

If you have any questions, please let me know.

Municipality	Population Estimates	On-Call Pay	Call Out Pay - Minimum	On-Call Pay for Holidays	Additional Notes	Average Weekly On-Call Pay
Allendale Charter Township	26,686	\$2088 per year	1 hour of overtime	None	On-call employees receive an additional \$1 per hour added to their hourly pay. They are on call one week per month.	\$ 174.00
City of Ferrysburg	3,001	\$75 per week	1 hour overtime for streets, 1 hour doubletime for all other work	None	Staff have asked to have this increased next fiscal year - 7/21	\$ 75.00
City of Grand Haven	11,064	8 hours of regular pay	3 hours of overtime	None for being on call; 3 hours of doubletime, if called out		\$ 180.74
City of Grandville	15,948	6 hours of regular pay	Overtime pay for Saturdays, Good Friday, Labor Day, and Friday after Thanksgiving; Doubletime pay for Sundays, Memorial Day, 4th of July, Thanksgiving, Christmas Eve, Christmas, and New Year's Day	8 hours of regular pay	Shift differential is paid for second shift call outs (11PM-8AM)	\$ 135.18
City of Hudsonville	7,349	\$130 per week	2 hours of overtime	Employees who carry the pager on a Holiday (Memorial Day, July 4, Labor Day, Thanksgiving and Day After, Christmas Eve and Christmas, News Year's Eve and New Year's Day) shall receive one additional Floating Holiday for the day(s) on call. If required to work on a holiday, they are paid time and ½ for those hours worked and double time for work performed on Sundays	Employees rotate on-call responsibilities weekly and have additional, seasonal duties to complete when on call.	\$ 130.00
City of Zeeland	5,564	1 hour of overtime for each day on call Monday through Friday; 2 hours of overtime for each day on call Saturday through Sunday	2 hours of overtime	2 hours of overtime	Failure to respond to call results in forfeiture of on-call pay for the day.	\$ 304.16
Grand Haven Township	17,544	\$50 per week	2 hours of overtime	None	On-call pay has not changed for 25 years	\$ 50.00
Holland Board of Public Works	33,327	1 hour regular pay for Monday through Friday evenings; 3 hours of regular pay for being on call on a Saturday or Sunday	2 hours of regular pay AND overtime pay for hours worked; a meal or a \$10 meal allowance is also provided for every 4 hours worked, when called out	4 hours of regular pay		\$ 247.83
Holland Charter Township	38,360	8 hours of regular pay for the weekend (5 p.m. Friday until 7 a.m. Monday); no on call pay for week days	Overtime pay for travel time and worked time on the call	If the holiday falls on a weekday, staff receive 4 hours of regular pay; if the holidays falls on the weekend, staff receive 8 hours of pay + additional 3 hours		\$ 180.24
Oshtemo Charter Township	22,802	N/A	N/A	N/A	Public works employees are salaried; no on call pay	
Park Township	18,622	N/A	N/A	N/A	No public works employees	

Municipality	Population Estimates	On-Call Pay	Call Out Pay - Minimum	On-Call Pay for Holidays	Additional Notes	Average Weekly On-Call Pay
Spring Lake Township	15,047	12 hours of PTO per week	2 hours of overtime	None for being on call, but if called out on a premium holiday (Easter, Thanksgiving, Fourth of July, Christmas and New Years Day) double time is paid	Employees are on call one week per month.	

\$ 164.13

At a regular meeting of the Township Board of Grand Haven Charter Township, Ottawa County, Michigan, held at the Township Hall at 13300 168th Ave., Grand Haven, Michigan 49417, on January 25, 2021, at 7:00 p.m., local time.

PRESENT:

ABSENT:

The following resolution was offered by Trustee _____ and seconded by Trustee _____

RESOLUTION 21-01-06

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

WHEREAS, the duty status pay has not been increase in twenty-five years; and,

WHEREAS, the Township Board believes that it is reasonable and appropriate to adopt this amendment, increasing duty status pay.

NOW, THEREFORE, BE IT HEREBY RESOLVED:

1. That Section 5.8 Duty Status Pay, is to read in its entirety as follows:

Non-Exempt employees of the Public Services Department who are required to serve “duty status”, which requires him/her to carry a cell phone after normal business hours in order to respond to the Department of Public Services Offices within thirty (30) minutes for emergency call outs, shall be compensated in the amount of one hundred fifty dollars (\$150) for each week of “duty status.”

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

YES:

NO:

ABSENT:

RESOLUTION DECLARED ADOPTED.

DATED: January 25, 2021

Laurie Larsen, Township Clerk

CERTIFICATE

I, the undersigned, the duly qualified and acting Township Clerk of the Grand Haven Charter Township, Ottawa County, Michigan, do hereby certify that the foregoing is a true and complete copy of the resolution adopted by the Township Board at a regular meeting of the Township Board held on January 25, 2021, 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

**PUBLIC SERVICES DEPARTMENT
END OF THE MONTH REPORT
2020**

WATER

MONTH	WORK ORDERS	METER		REPLACED METERS	REPLACED MXU'S	NEW TAPS		MAIN INSTALLED IN FEET	MILLION GALLONS OF NOWS WATER	MILLION GALLONS OF G.R. WATER	G.R. SUPPLIMENTAL WATER
		3/4"	1"			3/4"	1"				
JANUARY	100	4	6	20	2	4	1	0	32.04	0.82	0.00
FEBRUARY	170	1	5	2	121	2	1	0	28.69	0.69	0.00
MARCH	131	3	1	2	84	1	2	0	28.16	0.96	0.00
APRIL	68	1	0	0	0	2	0	0	34.58	0.71	0.00
MAY	68	4	4	3	0	3	0	0	51.90	1.67	0.00
JUNE	89	2	0	7	1	2	2	0	122.83	3.39	0.00
JULY	99	3	4	6	2	2	4	810	100.21	3.07	0.00
AUGUST	101	0	1	13	3	2	1	0	117.90	3.22	0.00
SEPTEMBER	88	4	1	11	0	4	5	1350	70.32	3.42	0.00
OCTOBER	191	8	3	10	3	7	2	0	43.47	3.38	0.00
NOVEMBER	142	4	1	2	0	10	7	0	33.14	1.08	0.00
DECEMBER	101	3	4	5	0	2	1	0	32.39	1.34	0.00
TOTAL YTD	1348	37	30	81	216	41	26	2160	695.63	23.73	0.00
TOTALS		67				67				23.73	
						5492			719.36		

NOTES: Installed 1 1/2" & 2" meters - Building E Lakeshore Flats
 Installed 2" meter - Building A Lakeshore Flats
 Installed 2" meter - Building C Lakeshore Flats

WASTEWATER

MONTH	WORK ORDERS	NEW TAPS	MAIN INSTALLED IN FEET	MILLION GALLONS OF WASTE PUMPED
JANUARY	3	2	0	9.64
FEBRUARY	3	4	0	8.41
MARCH	1	2	0	10.85
APRIL	1	0	0	6.56
MAY	1	2	0	10.49
JUNE	2	2	0	16.19
JULY	2	4	0	12.79
AUGUST	1	5	0	8.95
SEPTEMBER	0	1	800	9.49
OCTOBER	5	11	0	9.64
NOVEMBER	8	8	0	8.78
DECEMBER	1	5	0	12.20
TOTAL YTD	28	46	800	123.97
TOTALS		904		

NOTES:

2021 PROJECT LIST

DATE: January 21, 2021

TO: Township Board and Department Directors

FROM: Cargo

ADMINISTRATION (101, 171 & 172)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Short-Term Rental Ordinances (<i>delayed due to COVID-19</i>)	Board, Cargo, Fedewa
Rental Inspection Ordinance for Residential properties (<i>after adoption of Short-Term rental ordinance</i>)	Board, Cargo, Fire/Rescue
March Change of Assessment Insert	Cargo
Summer Tax Insert	Cargo
Winter Tax Insert	Cargo
Monthly Electronic Newsletters (<i>1 of 12 completed</i>)	Cargo
CCR Annual Report NOWS and GR	Cargo, Walsh
Freedom of Information Requests (<i>4 thus far in 2021</i>)	Cargo
Waste Hauler Licenses (2020) ➤ Republic Services ➤ Waste Management ➤ Potluek Pick-up	DeVerney, Cargo
Appointments to Committee/Board vacancies	Reenders, Cargo, DeVerney
Selection of 2021 Chamber Business Recognition Recipient (<i>June</i>)	Reenders, DeVerney
Funding – July 4 th Fireworks (<i>\$7,500</i>)	Cargo
Grand Haven Neighborhood Housing Program (<i>\$8,100</i>)	Cargo
Renew Neighborhood Housing Agreement with City of Grand Haven	Cargo
Funding – Coast Guard Festival Heroes and Legends Dinner (<i>\$2,000</i>)	Cargo
December Appreciation Dinner (<i>Scheduled for December 2nd at Grand Hall – Porto Bello</i>)	Reenders, Dumbrell, Walsh
Employee Recognition Luncheon	Dumbrell
Examine Master Plan change of former Zelenka property to Industrial	Chamber, Fedewa, Planning Commission, Board, Cargo
Holiday decorations for 2022	Walsh, Cargo
Update Planning Services Agreement with SLV	Fedewa
ASSESSING (257)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)

Annual mailing of Change of Assessment notices in February	Schmidt, Larrison
Board of Review – March, challenges to assessment roll	BOR, Schmidt, Larrison
Board of Review – July, technical and clerical adjustments to assessment roll	BOR, Schmidt, Larrison
EMPP Export to State of Michigan –April County audit of personal property data on assessment roll	Schmidt
Board of Review – December, technical and clerical adjustments to assessment roll	BOR, Schmidt, Larrison
Board of Review – Annual, February BOR, appearances and written ➤ L-4022 Report Board of Review Change Log ➤ 2019 Classification Change ➤ 2019 Equivalent SEV Roll ➤ Industrial real and personal report to State ➤ L-4626 Assessing Officer’s Report of Taxable Values	BOR, Schmidt, Larrison
Land Divisions - 0 approved and 0 denied	Schmidt
Prepare Summer warrant for Tax Collection	Larrison
Prepare Winter warrant for Tax Collection	Larrison
Send out IFT surveys (December) Prepare the IFT report for State (October) Prepare the L-4626 for County filing (April) Prepare form 5429 – Personal Property Taxable Value for Expired/ Expiring Renaissance Zones (June) Prepare form 5403 – Personal Property Taxable Value for Expired Tax Exemptions (June) Prepare form 3369 Renaissance Zone Tax Reimbursement Data for State filing (June) Form 4564 – IFT Exemption certificates (September) Prepare L-4016 Special Assessment report (November)	Schmidt Schmidt Schmidt Schmidt Schmidt Schmidt Schmidt Schmidt, Larrison
Annual re-audit of residential neighborhoods + sales and new construction. (i.e., goal is 800 + 400 new/additions/sales)	Larrison, Hoisington, Schmidt
Major MTT Actions a. Flagstar Bank b. Piper Lakes Apartments	Schmidt, Fischer, Shannon, Ottawa County
BUILDING AND GROUNDS (265)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Generator Maintenance (November)	Tlachac
Annual Fertilizer Quotes – (including cemeteries)	Tlachac, Walsh
Repair Roof above Finance Clerks work area (\$50k)	Cargo, P&N
Replace fluorescent lights in Board Room (\$5k)	Tlachac
Purchased salt spreader for truck (\$9k)	Tlachac
CEMETERY (276)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Purchase vaults, memorials and urns for contract holders -ongoing	Walsh
Open new portion of Historic Cemetery for lot sales (Spring)	Walsh, Tlachac
COMMUNITY DEVELOPMENT (371)	

PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Landscape Compliance Inspections (<i>continuing</i>) ➤ Divided into 3-year cycles	K. French, Fedewa
Spring 2021 Builders Forum	DeVerney, Corbat, Fedewa
December 2021 Builders Forum	DeVerney, Corbat, Fedewa
Outdoor Pond Inspections (8 of 10 completed)	K. French, Fedewa
FEMA CRS Recertification (<i>due Feb 1st annually</i>)	Fedewa
FEMA CRS Public Outreach Mailings	Fedewa
DOWNTOWN DEVELOPMENT AUTHORITY (248)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Extend Sewer from East side of US-31 along Hayes (\$870k)	Cargo, P&N
Extend sidewalks along 172 nd North of Comstock – east side (\$140k)	Cargo, P&N
Extend pathway along Rosy Mound to Lakeshore (\$96k)	Cargo, P&N
172 nd Avenue Mid-Block Crossing (\$25k, 2020 engineering, 2021 construction) Postponed due to COVID-19	Fedewa, P&N, Cargo
Submit Development/TIF Plan to the State of Michigan (<i>April 1st</i>)	Larrison
Annual DDA Report (<i>and publish in the Tribune</i>) (<i>Form 2604 because the GHT DDA does not collect the Education Tax</i>) (<i>July</i>)	Larrison, Cargo
Annual Act 381 Report (Brownfield project) (<i>August</i>)	Larrison
Act 381 DEQ Brownfield Reporting Verification Worksheet – (<i>September</i>)	Larrison
GASB 77 Tax Abatement Disclosure Statements Ottawa Area ISD Grand Haven Public Schools Ottawa County Treasurer Loutit Library	Larrison
File Annual DDA report with the State of Michigan (<i>December</i>)	Larrison
Form 5176-Request for State Reimbursement of TIF- (<i>June 15th</i>)	Larrison
ELECTIONS (262)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
May School Election ✓ School Millage ✓ Four Pointes Senior millage renewal ✓ Harbor Transit & Street millage renewal ✓ Park Bonds (\$6 million)	DeVerney, Larsen
Inactive Voter File maintenance (<i>ongoing & up-to-date</i>)	DeVerney, Slater
ENFORCEMENT/LEGAL ACTIONS – DIFFICULT ISSUES	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
FINANCE/ACCOUNTING (191)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)

2020 Financial Audit (<i>Week of March 29th</i>)	Sandoval, Cargo
Audit Report submitted to the State of Michigan	Vredeveld
MD&A Audit Letter	Sandoval, Cargo, Vredeveld
F-65 Report (<i>June</i>)	Sandoval
Quarterly – prepare and send 941's and UIA 1028 forms to State	Sandoval
End of Year (2020) prepare W-2s, 1099s, and SUW 165	Sandoval
Unclaimed Property Report to State (<i>June</i>)	Sandoval
Update Township's Dashboard (<i>June</i>)	Sandoval
Qualifying Statement to State (<i>June</i>)	Sandoval
Continuing Disclosure to EMMA (<i>June</i>)	Sandoval
Complete Form 5572 – Retirement System Annual Report (June)	Sandoval
2021 Bond Payments (<i>about \$974 thousand</i>)	Sandoval
➤ 2021 Water Intake Expansion May & November (129k)	
➤ 2021 Refunded Building Bond May-Final Payment (232k)	
➤ 2028 Sewer Lift Station Bond July & December (80k)	
➤ 2034 NOWS Plant Expansion May & November (240k)	
➤ 2035 Pathway Bond May & November (292k)	
Metro Authority Report (April)	Larrison
Budget Amendments – 1st Quarter	Cargo, Sandoval
Budget Amendments – 2 nd Quarter	Cargo, Sandoval
Budget Amendments – 3 rd Quarter	Cargo, Sandoval
Budget Amendments – Final in December	Cargo, Sandoval
2022 Budget	Cargo, Department Directors
➤ 07-13 – Budget policies submitted to the Board	Cargo, Board
➤ 08-10 – Initial department director meeting	Cargo, Department Directors
➤ 09-14 – Department directors submit initial figures	Cargo, Department Directors
➤ 09-28 – Truth-in-Taxation Hearing	Larrison
➤ 10-14 – Department directors complete final draft	Cargo, Department Directors
➤ 10-19 – Board holds budget work session	Board, Cargo
➤ 10-26 – SAD Hearing / Truth in Budgeting Hearing	Board, Cargo
➤ 10-26 – Final Approval of 2022 Budget	Board, Cargo
Tax Mailing – Summer of 2021 (<i>include newsletter insert</i>)	Larrison, B. Kieft, Cargo
Tax Mailing – Winter of 2021 (<i>include newsletter insert</i>)	Larrison, B. Kieft, Cargo
Complete 170-B Industrial Facilities Report to State (July 31 st)	Larrison
Complete CVTRS Annual Report to the State (December)	Sandoval
Complete SET Tax Report (December)	Larrison
Truth-in-Taxation Hearing (September 28 th)	Larrison
Truth-in-Budgeting Hearing (October 26 th)	Larrison
Special Assessment Districts (SAD) Public Hearing	Larrison
Annual Asset Forfeiture Report (<i>February 1st</i>)	Sandoval
Purchase chip credit card readers (2) (<i>awaiting BS&A</i>)	Sandoval
Update General Ledger Chart of Accounts (<i>Extended deadline 12/31/2021</i>)	Sandoval
Application for COVID-19 – 75% Reimbursement from FEMA	Sandoval
Annual update of System For Awards Management (My SAM) information for Federal Grants online	Sandoval
FIRE\RESCUE (206)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Fire Prevention Open House – October	Peterson, Sipe
2020 commercial inspection program (6 completed of 111)	Marshall, DeDoes
2020 Private road inspections (***) inspected of 126)	Schrader
Team 911 Academy J	Peterson, Sipe

Equipment Purchases: (partial list) ➤ Eight sets of new fire-fighting gear ➤ New equipment for Exercise facility	Schrader, Schweitzer, Peterson
Purchase vehicle for Chief (\$50k)	Sipe
Replace Brush Truck (refurbish pump) (\$43k)	Sipe
Fire Gear Dryer (\$8k)	Sipe
Replace Zoll Cardiac Monitor (\$39k)	Sipe
Staffing level report/recommendation	Sipe, Dumbrell
RFP – Space Needs Assessment of Fire/Rescue Station (\$30k)	Sipe
INFORMATION SYSTEMS (645)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Network Study – best practices	Rehmann, Cargo, Fedewa
Modify Veeam back-up environment – best practices	Rehmann, Cargo, Fedewa
Install Tax and Assessing kiosk in lobby	Rehmann, Cargo, Fedewa
Install TV Display for messages and Notifications in lobby	Rehmann, Cargo, Fedewa
LAW ENFORCEMENT (207)	
Purchase miscellaneous equipment: ➤ Promotional items ➤ Drug testing kits	Cargo
PARKS AND RECREATION (751)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Reinstall Floating Bridge at Hofma Preserve (<i>insurance project</i>)	Tlachac, Dumbrell, P&N
MNRTF Grant Agreement (for Witteveen Property) (\$875k)	Fedewa
MNRTF Grant Agreement (for Bethig Property on Groesbeck) with land purchase in 2021 (\$250k)	Fedewa
Pottawattomie Park Waterfront Redevelopment (\$280k)	Fedewa, P&N
Parks Bond - Schmidt Heritage Park & Improvements (\$6 million)	Cargo, Sandoval
Maintenance Projects, including: (partial list) ➤ Add bark to all park play areas ➤ Painting of shelter ➤ No wake bouy removal/install (3) ➤ Backstop fence repair - Mercury 3 ➤ ADA picnic tables - Pottawattomie (2) ➤ Grills - Pottawattomie (2) ➤ Complete street light project in Hofma Park ➤ Complete street light project in Hofma Preserve ➤ Complete street light project in Mercury Park ➤ Trash cans (5) ➤ Pottawattomie Park Fishing Dock Restoration (<i>In-house</i>) ➤ Tree Removal at Pottawattomie Park ➤ Install four benches at Pottawattomie Park (<i>In-house</i>) ➤ Landscaping at Odawa boat launch ➤ Trap beavers at Pottawattomie Park	Tlachac
Board Discussion Re: Round-About at Hofma/Schmidt Park entrances	Cargo, Fedewa
Landscape replacement at boat launch	Fedewa, Cargo
Base around Pottawattomie Park sign	Tlachac

Hofma Park & Preserve – Natural Resources Study	Fedewa
PATH (408)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
2021 Pathway maintenance <ul style="list-style-type: none"> ➤ Paint crosswalks (\$11k) ➤ Retaining wall repairs at Pottawattomie Crossing (\$185k) 	Tlachac, P&N
Amend Ordinance to require escrow for openings and for specifications	Cargo, Bultje
Remove stop signs (as time permits) <i>about 10 of 50</i>	Tlachac
Extend Pathway – 160 th – Lincoln to Ferris (\$315k)	P&N, Tlachac
PERSONNEL / HUMAN RESOURCES	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Hire Public Services Director	Dumbrell, Cargo
Hire/Fill Public Services vacancies (1 or 2)	Dumbrell, Tlachac, Walsh
Hire Seasonal DPW staff (4)	Dumbrell, Tlachac
Safety trainings for DPW staff (February)	Dumbrell, Tlachac
Employee Evaluations (March-May)	Dumbrell, Department Directors
Wage Study (April)	Dumbrell, Cargo
Semi-Annual All Staff Meetings (May & October)	Cargo, Dumbrell
Annual Workers Compensation Review and Renewal (June)	Cargo, Dumbrell, Sandoval
Complete a review of employee health insurance options (September)	Cargo, Dumbrell
Annual Benefits Renewal Negotiations (September)	Cargo, Dumbrell
Review Retiree Medicare Options (October)	Cargo, Dumbrell
Annual Property & Liability Renewal (October)	Cargo, Dumbrell, Sandoval
Board Performance Evaluation of Superintendent (December)	Board
Renewal of Superintendent’s Employment Agreement (December)	Board, Cargo, Dumbrell
Annual Compensation Summaries (December)	Dumbrell
Annual Background Checks (December)	Dumbrell
Annual Driver’s License Record Program Review (December)	Dumbrell
Review and update required labor law postings (December)	Dumbrell
Annual Job Descriptions – review and amend, as needed	Dumbrell, Department Directors
Semi-Annual Retirement Readiness Meetings for Staff	Dumbrell
Wellness Lunch & Learns (six throughout the year)	Dumbrell
The Grand Way Codes of Conduct Activities (ongoing)	Dumbrell, Corbat, Sipe
Stay Interviews with Staff (ongoing)	Dumbrell
SANITARY SEWER (590)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Change outlet of Hofma lift station to west side of US-31 (\$880k)	P&N, Cargo
Standby generator for East Ferris lift station (\$85k)	P&N, Tlachac
Upgrade pit submersible pump Hofma lift station (\$410k)	P&N, Tlachac
Adopt sanitary sewer construction standards (<i>drafted, pending review</i>)	P&N, Cargo
Wet Well Cleaning (<i>October or November</i>)	Tlachac, Pollution Control Systems

Camera & Cleaning (<i>year two of three</i>)	Tlachac, P&N
Asset Management Plan (<i>draft complete</i>)	P & N
Calibration of cathodic protection at four pump stations	Tlachac
STORM SEWER (445)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Funding of Township/Public and/or At-Large Portions of various Drain Work projects (\$40k±)	Drain Commissioner, Cargo
Orphan Drain Identification and BOD process to bring into County system (<i>ongoing project, ATP</i>) (\$20k) ➤ Project (<i>identify orphan drains, BOD hearings, etc.</i>)	Cargo, Water Resources Commissioner, P & N
STREETS AND ROADS / TRANSPORTATION (204)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Township Funded Road Maintenance ✓ Dust Control Contract (\$38k) ✓ Street Paving OCRC Contract (\$250) ✓ 160 th Paving (Ferris to Lincoln) (\$550k)	Cargo
Harbor Transit – Transfer (\$524k)	Sandoval, Larrison
Road Ends – Add Villa Court and Western	Cargo, Tlachac
VEHICLES	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Replace dump truck 5/4 ton (\$45k)	Tlachac
WASTE MANAGEMENT	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Christmas tree collection program	Tlachac
Spring yard waste collection program	Tlachac
Fall yard waste collection program	Tlachac
WATER (591)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Construct Ferris/160 th Water Main loop (\$700k)	P&N, Cargo
2020 hydrant maintenance/painting/signs program (replace hydrant markers; lubricate and flush)	Tlachac
Draft and adopt policy regarding multiple uses on single service	Bultje
Purchase Valve Maintenance trailer (<i>specifications complete</i>)	VerBerkmoes, Tlachac
Bi-annual quote/purchase of service line parts including hydrants, brass, curb boxes, copper and meter setters (\$65k)	Walsh
Annual testing of large meters	Tlachac, Walsh
Draft and adopt policy regarding extensions of water lines and sewer lines	Cargo, Bultje
Equipment Purchases: ➤	Tlachac
Amend ordinance for work in ROW to be controlled by Township	Cargo, Bultje

UCMR4 sampling for unregulated contaminants (<i>metals, pesticides, alcohols, SVOC, HAA, cyanotoxins – 32 samples total</i>) as required by EPA (<i>postponed by EPA until 2021</i>)	Tlachac
Complete/submit Lead/Copper Sampling Plan as required by EGLE (<i>submitted, reviewing proposed amendments by EGLE</i>)	VerBerkmoes
WMRWA Interconnection Agreement	Cargo, OCRC
PLANNING / ZONING / DEVELOPMENT PROJECTS (721 / 722)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Master Plan – 5-year update	Fedewa, PC
DDA – TIF Plan Review	PC, Fedewa
ZBA Applications (<i>* for 2021</i>)	Fedewa, Hoisington
Rezoning (<i>* for 2021</i>)	Fedewa, Hoisington
Shape Corp – Parking Lot Expansion (<i>complete</i>)	Fedewa
Grand Haven Custom Molding New Build (<i>approved, but delayed due to COVID impact</i>)	Fedewa, Hoisington
Grand Haven Custom Molding Addition (<i>under construction</i>)	Fedewa, Hoisington
Village of Spring Lake Planning Contract (<i>ongoing, lead staff role to Hoisington</i>)	Fedewa, Hoisington
GR Water Filtration Plant Solar Energy	Fedewa
American Dunes Golf Club Lodge (<i>initial meeting thus far</i>)	Fedewa
Vandenburg Excavating – Site Plan Amendment	Fedewa
Mattson Landscaping – Site Plan Amendment	Fedewa
Lakeshore Antiques – Storage Building (<i>PC tabled 1/18/21</i>)	Fedewa
Nursing Home on Comstock (<i>expired, reapply in 2021</i>)	Fedewa
Eastbrook High Density Residential MMH on Comstock (<i>concept plans</i>)	Fedewa