



**GRAND HAVEN CHARTER TOWNSHIP
REGULAR BOARD MEETING AGENDA
July 22, 2024**

BOARD WORK SESSION – 6:00 P.M. – **CANCELLED**

REGULAR BOARD MEETING – 7:00 P.M.

Persons wishing to speak at public hearings, on agenda items, or extended comments, must fill out a “Speakers Form” located on the counter. Completed forms must be submitted to Township Staff prior to the meeting.

- I. CALL TO ORDER
- II. PLEDGE TO THE FLAG
- III. ROLL CALL
- IV. APPROVAL OF MEETING AGENDA
- V. CONSENT AGENDA
 1. Approve July 8, 2024, Board Minutes
 2. Approve Payment of Invoices in the amount of \$1,219,041.50 (*A/P checks of \$1,059,610.93 and payroll of \$159,430.57*)
 3. Approve Low Bid for East Water Tower Painting/Maintenance Project with Fedewa Inc. at a cost of \$88,999
 4. Approve Low Bid for CRC Sanitary Sewer Project with Site Work Solutions at a cost of \$881,300
 5. Approve Low Bid for Water Verification Project with Plummers Environmental Services Inc. at a cost of \$42,111.25
 6. Approve Hire of Part-Time Fire Fighters Nathan Husler and Brett Philion.
- VI. OLD BUSINESS
 1. Second Reading – Rental Ordinance – Amendments
- VII. NEW BUSINESS
 1. First Reading – Zoning Text Amendments (*19 Changes*)
 2. Approve FY2025 Budget Policies Memo
 3. Approve Resolution 24-07-01 – Revisions to the Personnel Policies and Procedures Manual Sections 2.3 – Recruitment and 4.5 – Overtime
- VIII. REPORTS & CORRESPONDENCE
 1. Committee Reports
 2. Manager’s Report
 - a. June Public Services Report
 3. Other
- IX. PUBLIC COMMENTS – (*Non-Agenda Items*)
- X. ADJOURNMENT

NOTE: The public will be given an opportunity to comment on any agenda item when the item is brought up for discussion. Please complete a Speaker Information Sheet. The Supervisor will initiate comment time.

**GRAND HAVEN CHARTER TOWNSHIP BOARD
MONDAY, JULY 8, 2024**

REGULAR MEETING

I. CALL TO ORDER

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, Larsen, Meeusen, Kieft, Behm, and Wagenmaker

Board members absent:

Also present was Manager Cargo and Assistant Manager Sherwood.

IV. APPROVAL OF MEETING AGENDA

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

V. APPROVAL OF CONSENT AGENDA

1. Approve June 24, 2024, Board Minutes
2. Approve Payment of Invoices in the amount of \$325,685.68 (*A/P checks of \$176,965.98 and payroll of \$148,719.70*)
3. Approve Re-appointment of Caryn Lannon to Loutit District Library Board for term ending on June 30, 2027.

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

VI. OLD BUSINESS

None

VII. NEW BUSINESS

1. **Motion** by Trustee Wagenmaker and seconded by Clerk Larsen to approve and postpone action of the proposed amendments to Rental Regulatory Ordinance 605, with the removal of the Section on Appeals, until the July 22, 2024 meeting. **This is the first reading. Which motion carried.**

VIII. REPORTS AND CORRESPONDENCE

1. Committee Reports
2. Manager's Report
 - a. June Building Report
 - b. May Enforcement Report
 - c. June Enforcement Report
2. Other

IX. PUBLIC COMMENTS – (Non-Agenda Items)

1. Derek Dalman (*City of Zeeland*) introduced himself as a candidate for Ottawa County Probate Judge.

X. ADJOURNMENT

Motion by Clerk Larsen and seconded by Trustee Behm to adjourn the meeting at 7:34 p.m. **Which motion carried.**

Respectfully Submitted,



Laurie Larsen

Grand Haven Charter Township Clerk



Mark Reenders

Grand Haven Charter Township Supervisor

PUBLIC SERVICE'S MEMO

DATE: July 22, 2024
 TO: Township Board
 FROM: Wade
 SUBJECT: 500,000 Gallon Spheroid Elevated Tank Project

As you may recall, the Township budgeted \$130,000 to repaint and repair the 500,000 gallon elevated water tank. The bid opening for this project was on Thursday, July 11th and eight (8) firms offered bids on the project. (See Below.)

<i>Bid Number</i>	<i>Firm Name</i>	<i>Bid Amount</i>
1st	Fedewa Inc. 4315 E. M74, Hastings, MI 48058	\$88,999.00
2nd	Stoic Industrial Coatings, LLC 12875 Chippewa Dr, Grand Ledge, MI 48837	\$96,000.00
3rd	George Kountoupes Painting Company 661 Southfield Rd. Lincoln Park, MI 48146	\$98,300.00
4th	L.C. Untied Painting Co., Inc. 3253 Barbara Dr. Sterling Heights, MI 48310	\$105,000.00
5th	Seven Brothers Painting, LLC 50805 Rizzo Drive, Shelby Township, MI 48316	\$110,700.00
6th	E&L Contractors, Inc. 10303 Bergin Rd, Howell, MI 48843	\$118,400.00
7th	Viking Painting, LLC 10905 Harrison Street, La Vista, NE 68128	\$181,800.00
8th	Pittsburg Tank & Tower Maintenance Co., Inc. 1 Waterpark Pl., Henderson, KY 42420	\$232,345.00

The low bid was from Fedewa Inc. at a contract price of about \$89k which is \$41k (or about 31%) under the engineer's cost estimate.

Fedewa, Inc, is a prequalified contractor with the engineering firm for this project, and has successfully completed may similar projects. The Public Services Assismand Director has worked with them on another painting and repair project with a pervious Municipality.

The engineer for this project (i.e., Dixon Engineering) is recommending that the project be awarded to Fedewa Inc.

To approve the low bid and proceed with the project, the following motion can be offered:

Move to approve the low bid of \$88,999.00 from Fedewa Inc. for the 500,000 Gallon Spheroid Elevated Tank Project at 152nd and Lincoln Street and authorize Public Service Director Wade to execute the necessary contract documents.

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

PUBLIC SERVICE'S MEMO

DATE: July 22, 2024

TO: Township Board

FROM: Wade

SUBJECT: Christian Reformed Conference Grounds Lift Station and Force Main Project

As you may recall, the Township budgeted \$1.4 million (which will be 100% funded by the Conference Grounds) to install a new sanitary lift station and force main for the improvements at Christian Reformed Conference Grounds. The bid opening for this project was on Thursday, July 11th and three (3) firms offered bids on the project. (See Below.)

<i>Bid Number</i>	<i>Firm Name</i>	<i>Bid Amount</i>
1st	Site Work Solutions Inc. 1800 Riley Street, Zeeland, MI 49464	\$881,300.00
2nd	Terra Contractors LLC 3430 Lund Avenue, Muskegon, MI 49418	\$1,185,850.00
3rd	Jackson-Merky Contractors 3430 Lund Avenue, Muskegon, MI 49418	\$1,443,466.00

The low bid was from Site Work Solutions at a contract price of about \$881k which is \$565k (or about 39%) under the engineer's cost estimate.

Site Work Solutions will also be working on utility and underground work for the new building that is going up at the Christian Reformed Conference Grounds, and was awarded the Ottawa County Water Resources storm drain project in Grand Oaks this year.

The Townships engineer (i.e kevin kieft) is recommending that the project be awarded to Site Work Solutions.

To approve the low bid and proceed with the project, the following motion can be offered:

Move to approve the low bid of \$881,300.00 from Site Work Solutions Inc. for the Christian Reformed Conference Grounds Lift Station & Force Main Project and authorize Public Service Director Wade to execute the necessary contract documents.

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

PUBLIC SERVICE'S MEMO

DATE: July 22, 2024
 TO: Township Board
 FROM: Wade
 SUBJECT: Water Service Line Verification Project

The Environment, Great Lakes, and Energy (EGLE) has implemented a program that requires all potable water service line materials are verified by October 16, 2024. EGLE has specific requirements around how many water service lines need to be verified. EGLE also requires verification at multiple locations on each water service line. To meet the minimum service line verification requirements, the Township must verify a random selection of 75 water service lines. The verification of the lines takes place internally and externally. This project will meet the external verification requirements.

The Water Service Line Verification Project was not originally budgeted for in the 2024 Budget. The bid opening for this project was on Thursday, July 18th and six (6) firms offered bids on the project. (See Below.)

<i>Bid Number</i>	<i>Firm Name</i>	<i>Bid Amount</i>
1st	Plummers Environmental Services Inc. 10075 Sedroc Industrial Dr SW, Byron Center, MI 49315	\$42,111.25
2nd	Waste Recovery Systems Inc. 4750 Clyde Park Ave SW, Wyoming, MI 49509	\$45,465.00
3rd	Legacy Hydrovac 13167 West Briggs Road, Trufant, MI 49347	\$48,943.75
4th	Custom Hydrovac Inc. 2665 Port Sheldon, Hudsonville, MI 49426	\$52,748.50
5th	Duke's Root Control, Inc. 400 Airport Rd. Suite E, Elgin, IL 60123	\$65,425.00
6th	Gustofson HDD LLC 2299 Holton Whitehall Road, Whitehall, MI 49461	\$121,750.00

The low bid was from Plummers Environmental Inc. at a contract price of about \$43k which is \$2k (or about 5%) under the anticipated cost estimate.

Plummers Environmental, Inc, is a well-established contractor in West Michigan and the Township has worked with this firm on many projects. The project will start in late July and be completed, with minimal disruption to Township residents, by late September.

The Township's engineer for this project (i.e., Kevin Kieft) is recommending that the project be awarded to Plummers Environmental Inc.

To approve the low bid and proceed with the project, the following motion can be offered:

Move to approve the low bid of \$42,111.25 from Plummers Environmental Inc. for the Water Service Line Verification Project at various locations throughout the Township and authorize Public Service Director Wade to execute the necessary contract documents.

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



Administrative Memo

DATE: July 22, 2024
TO: Township Board
FROM: Karen Sherwood
RE: Approve Hire of Part-time Firefighters

Overview and Process

The PT Firefighter position has continued to be posted. The Township continues to review applications as they are received. A committee of Sherwood, Schrader and Schweitzer interviewed both candidates that are being recommended for hire. We were able to secure Fire Academy training for both candidates.

Nathan Husler

Husler is currently a college student studying software development at Grand Canyon University. Husler hopes to combine his passion for technology with practical skills in emergency response. Husler's goal is to make a meaningful impact in both the technology industry and his local community. Husler participated as a competitive swimmer enjoys weightlifting and is bilingual in English and Spanish. The Township will provide Husler with training to become a qualified firefighter.

Brett Philion

Philion, originally from Montreal, Canada, recently graduated from Ferris State University with a BA in criminal justice where is also played football. In his spare time Philion enjoys being outdoors and loves to exercise. He is bilingual in English and French. His main objective as a firefighter is to help his community and to be a great teammate. The Township will provide Philion with training to become a qualified firefighter.

Pursuant to state law, the recommendation of **Nathan Husler and Brett Philion** as the next Part-Time Firefighters for Grand Haven Charter Township must be approved by the full Township Board. To affirm this selection, the following motion can be offered:

Motion to approve the selection of Nathan Husler and Brett Philion as part-time firefighters for Grand Haven Charter Township.

If you have any questions or concerns, please contact Sherwood at your convenience.



Administrative Memo

DATE: July 22, 2024
 TO: Township Board
 FROM: Karen Sherwood
 RE: Ordinance Update: Rental Guidelines – 605: SECOND READING

Ordinance Recommended Updates

The below changes to the Rental Ordinance (Ordinance No. 605) aim to address several deficiencies identified by our staff and the Board during the administration of this Ordinance. These amendments are designed to improve clarity, accountability, and effectiveness in our rental regulations.

Section	Brief Topic	Change	Rationale
Sec. 1 Purpose	Occupants	Expands the definition of "occupant" to include guests and invitees of renters.	Clarifies that violations of the ordinance apply to the conduct of guests/invitees, not just renters.
Sec. 2. Exceptions	Qualified Occupancy	Amends Section 4(d) to extend the child or parent exemption to dwellings owned by a family trust.	Addresses the issue where family trusts, as legal entities, cannot have parents or children.
Sec. 3. Rental Registration	Annual Registration	Provides clarification upon which date annual registration is based.	Clarifies the timeline for renewal of the annual registration.
Sec. 5. Insurance Requirements	Insurance Requirements	Eliminates the requirement for proof of commercial insurance for Long-Term Rentals, retaining it for Short-Term Rentals.	Long-Term Rentals are typically not operated commercially, unlike Short-Term Rentals.
Sec. 5. Performance Standards	Trespass	Adds "trespass" to Section 6(h) to cover temporary incursions by persons or their possessions.	Ensures that both encroachment and trespass onto neighboring properties are violations.
Sec. 8. Rental Certificate of Compliance	Rental Certificate of Compliance	Measures the expiration date of rental certificates from the date of application intake, not inspection.	Incentivizes prompt rental inspections, preventing delays.
Sec. 7. Suspension, Expiration, or Revocation	Hearings	Allows "aggrieved persons" to petition for hearings regarding rental certificates.	Provides a process for neighbors to challenge violations, with safeguards against meritless claims.
Sec. 15. Violations/Pe nalties	Violations/Pe nalties	Adds a new subsection clarifying that owners are responsible for violations by occupants, guests, or invitees.	Ensures accountability for owners in managing renter conduct.

Sample Motion

If the Township Board supports the recommended changes to the Rental Regulations – 605 Ordinance, the following motions can be offered:

Motion to approve and adopt the proposed amendments to Rental Regulatory Ordinance 605. This is the second reading.

If you have any questions or concerns, please contact Sherwood at your convenience.

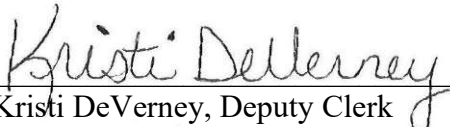
GRAND HAVEN CHARTER TOWNSHIP
NOTICE OF POSTING OF PROPOSED ORDINANCE

NOTICE IS HEREBY GIVEN that the following Ordinance has been proposed for adoption by the Charter Township of Grand Haven, Ottawa County, Michigan:

AN ORDINANCE TO AMEND ORDINANCE NO. 605, AS AMENDED BY ORDINANCE NO. 618 (HEREAFTER, "ORDINANCE NO. 605"), WHICH REGULATES THE RENTAL OF PROPERTIES IN GRAND HAVEN CHARTER TOWNSHIP, BY AMENDING THE DEFINITION OF "OCCUPANT"; EXPANDING "QUALIFIED OCCUPANCY" TO ADDRESS DWELLINGS OWNED BY TRUSTS; ELIMINATING COMMERCIAL INSURANCE REQUIREMENTS FOR LONG-TERM RENTALS; ADDING TRESPASS AS A PROHIBITED CONDUCT; STATING THAT THE DURATION OF RENTAL CERTIFICATES OF COMPLIANCE RUNS FROM THE DATE OF TOWNSHIP INTAKE OF THE APPLICATION FORM; GRANTING AGGRIEVED PERSONS RIGHTS TO PARTICIPATE IN HEARINGS AND APPEALS RELATED TO THE SUSPENSION OR REVOCATION OF A RENTAL CERTIFICATE OF COMPLIANCE; AND, CLARIFYING THAT RENTAL UNIT OWNERS ARE RESPONSIBLE FOR VIOLATIONS COMMITTED BY THEIR OCCUPANTS.

The proposed Ordinance has been posted at the office of the Township Clerk, 13300 - 168th Avenue, Grand Haven, Michigan and on the Township's web site: www.ghc.org.

The proposed Ordinance was first introduced at a regular meeting of the Township Board on [REDACTED], 2024. Copies of the proposed Ordinance are available upon request at the office of the Township Clerk.



Kristi DeVerney, Deputy Clerk
Grand Haven Charter Township

ORDINANCE NO. _____

AMENDMENTS TO ORDINANCE NO. 605

AN ORDINANCE TO AMEND ORDINANCE NO. 605, AS AMENDED BY ORDINANCE NO. 618 (HEREAFTER, "ORDINANCE NO. 605"), WHICH REGULATES THE RENTAL OF PROPERTIES IN GRAND HAVEN CHARTER TOWNSHIP, BY AMENDING THE DEFINITION OF "OCCUPANT"; EXPANDING "QUALIFIED OCCUPANCY" TO ADDRESS DWELLINGS OWNED BY TRUSTS; ELIMINATING COMMERCIAL INSURANCE REQUIREMENTS FOR LONG-TERM RENTALS; ADDING TRESPASS AS A PROHIBITED CONDUCT; STATING THAT THE DURATION OF RENTAL CERTIFICATES OF COMPLIANCE RUNS FROM THE DATE OF TOWNSHIP INTAKE OF THE APPLICATION FORM; GRANTING AGGRIEVED PERSONS RIGHTS TO PARTICIPATE IN HEARINGS AND APPEALS RELATED TO THE SUSPENSION OR REVOCATION OF A RENTAL CERTIFICATE OF COMPLIANCE; AND, CLARIFYING THAT RENTAL UNIT OWNERS ARE RESPONSIBLE FOR VIOLATIONS COMMITTED BY THEIR OCCUPANTS.

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

Section 1. Definitions – Occupant. Section 2(f) of Ordinance No. 605 is hereby amended so as to read in its entirety as follows:

- (f) *Occupant* means an individual living in, sleeping in, or otherwise having possession of a space, **and includes the guests and invitees of such individuals.**

Section 2. Qualified Occupancy. Section 4(d) of Ordinance No. 605 is hereby amended so as to read in its entirety as follows:

- (d) *Qualified Occupancy.* The following relatives of the Owner of a Dwelling may occupy the Dwelling, if the Dwelling is a detached single dwelling as defined in the Township's zoning ordinance, as amended:
- (1) Child (established by birth certificate or court order; driver's license establishing the residence of the child; marriage license for a stepchild and any other government document that shows this relation); ~~and,~~
 - (2) Parent (established by birth certificate and driver's license establishing the residence of the parent and any other government document that shows this relation); or,

In instances where the Owner of a Dwelling is a trust, the terms “child” and “parent,” as used in subsections (1) and (2), shall include a child or parent of a trustee, subject to the same documentary verification required by subsections (1) and (2).

Section 3. Rental Registration Required. Section 3(b) of Ordinance No. 605 is hereby amended so as to read in its entirety as follows:

(b) *Annual Registration Renewal.* All Rental Units subject to this Ordinance shall reregister on an annual basis, based upon the original initial registration application date.

Section 4. Insurance Requirements. Section 5 of Ordinance No. 605 is hereby amended so as to read in its entirety as follows:

Sec. 5 INSURANCE REQUIREMENTS

As part of a registration application, and as may be requested from time to time thereafter, the Owner of a Short-Term Rental Unit shall provide the Township with satisfactory proof of continuing commercial insurance coverage of at least \$1,000,000. In addition, the Owner of either a Short-Term or Long-Term rental shall provide the Township with satisfactory proof of continuing dwelling fire insurance coverage of at least \$10,000.

Section 5. Encroachments and Trespass. Section 6(h) of Ordinance No. 605 is hereby amended so as to read in its entirety as follows:

(h) Occupants shall not encroach or trespass on neighboring properties.

Section 6. Rental Certificate of Compliance. Section 8 of Ordinance No. 605 is hereby amended so as to read in its entirety as follows:

Sec. 8 RENTAL CERTIFICATE OF COMPLIANCE

An Owner shall not lease, rent, or otherwise allow a Short-Term or Long-Term Rental Unit to be occupied unless there is a valid and current rental certificate of compliance or a temporary rental certificate of compliance for the Rental Unit. Each rental certificate of compliance or temporary rental certificate of compliance shall contain an expiration date and is non-transferable.

(a) *Issuance.* The Township shall issue a rental certificate of compliance to the Owner of a Rental Unit which is determined to be in compliance with this Ordinance following an inspection. Compliance shall mean the following:

(1) There are no violations of this Ordinance or any other provision of state or local law existing at the time of the most recent inspection;

- (2) The enforcing officer did not discover any uncorrected violations of this Ordinance or any other provision of state or local law since the prior rental certificate of compliance or temporary certificate of compliance, if any, was issued; and
 - (3) The Owner has paid all inspection and registration fees required by this Ordinance.
- (b) *Long-Term Rentals.* A rental certificate of compliance for Long-Term Rentals shall have a term of three or six years, as provided herein:
- (1) A six-year certificate of compliance will be issued ~~from~~ **after** the date of initial inspection based upon the following conditions:
 - (i) There are no violations of this Ordinance or any other provision of state or local law at the time of the most recent inspection;
 - (ii) The enforcing officer did not discover any violations of this Ordinance or any other provision of state or local law since the prior rental certificate of compliance or temporary rental certificate of compliance, if any, was issued; and
 - (iii) The property owner has timely paid all inspections and registration fees required by this Ordinance.
 - (2) A newly constructed Rental Unit may be issued a six-year rental certificate of compliance ~~from~~ **after** the date of initial certificate of occupancy.
 - (3) A three-year certificate of compliance will be issued ~~from~~ **after** the date of the **final re**-inspection based upon the following conditions:
 - (i) All violations of this Ordinance or any other provision of state or local law noted on an initial or subsequent inspection have been corrected; and,
 - (ii) Inspection and registration fees have been paid as required by this Ordinance, but were not timely paid.
 - ~~(3) — A newly constructed Rental Unit may be issued a six-year rental certificate of compliance from the date of initial certificate of occupancy.~~
- (c) *Short-Term Rentals.* A rental certificate of compliance for Short-Term Rentals shall have a term of three years.

- (d) *Temporary Rental Certificate of Compliance.* When a rental certificate of compliance is required, the Township may issue a temporary rental certificate of compliance if the Township is unable to complete a required inspection prior to the expiration of an existing rental certificate of compliance provided that there are no known violations to be uncorrected and no inspection or other fees outstanding. The Township may issue a temporary rental certificate of compliance for a newly-registered Rental Unit. A temporary rental certificate of compliance shall be valid until the enforcing officer completes the required inspection and issues an order granting or denying a rental certificate of compliance. An inspection must be conducted within 60 days of the expiration of an existing rental certificate of compliance, the registration of a new Rental Unit, or issuance of a temporary rental certificate of compliance, whichever is later.
- (e) *Expiration of Rental Certificate of Compliance.* Regardless of when the Township issues a non-temporary rental certificate of compliance for a Short-Term or Long-Term Rental, the expiration date of that certificate shall be measured, as applicable, from the date of the Township intake of the Owner's application for the rental certificate of compliance.
- (f) *Renewal.* At least 30 days before the expiration of a rental certificate of compliance, the Owner shall notify the Township of the need to arrange for a compliance inspection. The Owner shall be responsible for arranging for the compliance inspection in advance of the expiration date on the rental certificate of compliance.
- (g) *Noncompliance.* Any change in the use or construction of a Dwelling that results in noncompliance with local or state law, as determined by the Community Development Department, shall void the rental certificate of compliance.
- (h) *Notice.* The Township shall immediately notify the Owner and any Occupant(s) of any decision affecting the status of a rental certificate of compliance and advise the Owner and Occupant(s) of their right to appeal and the appeal procedure.

Section 7. Suspension, Expiration, or Revocation of Certificate of Compliance. The introductory paragraph of Section 10 of Ordinance No. 605 is hereby amended so as to read in its entirety as follows (the balance of Section 10 shall remain unchanged):

In addition to any other penalty authorized by law, a rental certificate of compliance may be suspended or revoked if the Community Development Department finds by competent, material, and substantial evidence, and after written notice of the charges to the Owner and an opportunity for the Owner to be heard, that the Owner has violated or failed to fulfill the requirements of this Ordinance. Written notice of the charges and notice of hearing before the Community Development Department shall be personally served on the Owner or served on the Owner by

certified mail, no less than 21 days before the hearing. A person aggrieved by an alleged violation of this Ordinance by an Owner or Occupant of a Short-Term or Long-Term Rental Unit may petition the Community Development Department, in writing, to commence a hearing under this paragraph for the suspension or revocation of the rental certificate of compliance for the Short-Term or Long-Term Rental Unit. The Community Development Department shall have the sole discretion to decide whether to commence a hearing on the petition of an aggrieved person. If the petition of an aggrieved person is granted, the aggrieved person shall be entitled to notice and to participate in the hearing, to the same extent as the Owner of the Short-Term or Long-Term Rental Unit, including by offering testimony and documentary evidence in support of an alleged violation.

Section 8. Appeals. The introductory paragraph of Section 11 of Ordinance No. 605 is hereby amended so as to read in its entirety as follows (the balance of Section 11 shall remain unchanged):

Any Owner whose rental certificate of compliance was denied, suspended, or revoked by the Community Development Department may, within ten days following such decision, appeal to the Township Board. The Township Board shall determine whether to affirm, reverse, or modify the decision of the Community Development Department in accordance with this Ordinance.

Section 9. Violations/Penalties. Section 15 of Ordinance No. 605 is hereby amended so as to read in its entirety as follows:

Sec. 15 VIOLATIONS/PENALTIES

- (a) Any person violating the provisions of this Ordinance shall be responsible for a municipal civil infraction. The penalty for a violation of this Ordinance shall be a civil fine of not less than \$50.00, plus costs and other sanctions. Increased civil fines may be imposed for repeat violations of this Ordinance by a person. A “repeat violation” of this Ordinance is a second or subsequent violation of this Ordinance committed by a person within six months of a prior violation of this Ordinance, and for which the person admits responsibility or is determined to be responsible. The penalty for a violation of this Ordinance which is a first repeat violation shall be a civil fine of not less than \$250.00, plus costs and other sanctions. The penalty for a violation of this Ordinance which is a second or subsequent repeat violation shall be a civil fine of not less than \$500.00, plus costs and other sanctions. The Township Supervisor, Township Superintendent, an authorized Township official, any law enforcement officer of the Ottawa County Sheriff’s Department or the Michigan State Police, and the Township Attorney are authorized to issue municipal civil citations for violations of this Ordinance.

- (b) An Owner of a Rental Unit shall be deemed responsible, and subject to the penalties and the other remedies prescribed by this Ordinance, for any violation of this Ordinance that is committed by the Occupants of the Owner's Rental Unit.

Section 10. Publication; Effective Date. The foregoing amendment to Grand Haven Charter Township Ordinance No. 605 was approved and adopted by the Township Board of Grand Haven Charter Township, Ottawa County, Michigan on _____, 2024, after a first reading of the amendment by the Township Board on _____, 2024. This Ordinance shall be effective on _____, 2024, which date is 30 days after publication of the Ordinance as is required by Section 4 of Public Act 246 of 1945, as amended.

Mark Reenders, Township Supervisor

Laurie Larsen, Township Clerk

CERTIFICATE

I, Laurie Larsen, the Clerk for the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing Grand Haven Charter Township Ordinance was adopted at a regular meeting of the Township Board held on _____, 2024. 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 or a summary of the Ordinance was published in the *Grand Haven Tribune* on _____, 2024.

Laurie Larsen, Clerk
Grand Haven Charter Township

SUPERINTENDENT'S MEMO

DATE: July 16, 2024

TO: Township Board

FROM: Cargo

SUBJECT: Nineteen Amendments to Zoning Ordinance

The Township Board and Planning Commission held a joint meeting on **April 29th** to review a series of amendments suggested by staff and/or elected officials regarding the Township's Zoning Ordinance. Many were minor amendments, but some were more substantive.

The result is the proposed Zoning Amendments Ordinance pending before the Planning Commission that contains a total of nineteen (19) changes that are listed and explained in the following table:

Section No.	Explanation
Section 1. 7.01(B)101	Allows Residential PUDs in the Northeast quadrant of the Township to be developed with “septic and drain fields” constructed in compliance with Ottawa County Health Department rules and regulations. <i>(This will allow for the final development of vacant lands within this section of the Township that cannot be practically served by municipal sanitary sewer.)</i>
Section 2. 8.02(E)	Exempts property accessed by roads other than M-45 or US-31 from certain lot width dimensional standards. <i>(This will allow for more commercial and industrial properties to be developed within the Overlay district.)</i>
Section 3. 8.08 footnote	Within the Overlay District, expanded parking lots will <u>not</u> have to make improvements to perimeter portions of the pre-existing parking lot. <i>(This previous requirement was considered onerous to businesses that wanted to expand.)</i>
Section 4. 8.10(D)	The minimum caliper for replacement trees in the Overlay Zone is reduced↓ from 3 inches to 2.5 inches.
Section 5. 8.11 Intro	The Planning Commission is granted greater discretion is granting waivers or modifications to architectural requirements within the Overlay District.
Section 6.	The Planning Commission is granted authority to waive requirements for higher

8.11(A)(3)(c)(i)	standard materials for walls that are screened from view within the Overlay District.
Section 7. 8.11(A)(3)(g)	The Planning Commission is granted greater authority to approve Overhead canopies for gas stations within the Overlay District.
Section 8. 8.11(B)(2)	Existing industrial buildings within the Overlay District that are being expanded do <u>not</u> have to comply with architectural standards of the district.
Section 9. 8.12(E)	Utility cabinets located within the Overlay District can be screened by landscaping or enclosed solid wall (<i>i.e., wood, metal, or masonry</i>).
Section 10. 8.12(F)	Allows rolled concrete curbs to be used throughout new or expanded parking lots or paved areas within the Overlay Zone.
Section 11. 8.12(G)	Allows Loading or Service Bay Doors within the Overlay Zone to be on building's side, if not practical to be included in the rear of the property.
Section 12. 14.02(B)(2)(h)	Allows chickens in R-1 and R-2 residential areas – including subdivisions – if <u>not</u> prohibited by recorded subdivision regulations.
Section 13. 12.49(A)(8)	The setback for cell towers is changed from 1.5 times the height of the tower to the height of the tower or less↓ based upon the certification of the design engineer regarding how the tower will fall (<i>or fail</i>).
Section 14. 11.09(B)	Signage within residential developments is modified to allow greater use of directional signs.
Section 15. 7.08(B)(5)	Residential PUDs are included in Chapter 11, which regulates signs.
Section 16. 21.02(A)(12)(f)	Defines “Building Height” by including multi-peak, multi-part, and multi-slope roofs within the definition.
Section 17. 4.02(A)(4)(a)	Allows the Township to allow a waiver from certain parking lot landscaping requirements if rain gardens are utilized or in the aid of snow storage.
Section 18. 4.02(A)(2)	Clarifies that landscaping required by other chapters (<i>e.g., SLU</i>) <u>cannot</u> be counted toward the minimum tree minimum.
Section 19. 2.08(M)	Allows exceptions to the requirement for all newly created lots to be created at right angles when it is <u>not</u> practical because of certain natural features, legal restrictions, or other factors outside of the control of the landowner.

These amendments have been reviewed by the Planning Commission and recommended for approval. If the Board agrees, the following motion can be offered for a first reading:

Motion to postpone further action on the proposed text amendments to the Zoning Ordinance until the August 12th Board meeting. This is a first reading.

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

ORDINANCE NO. _____

ZONING TEXT AMENDMENT ORDINANCE

AN ORDINANCE TO AMEND THE GRAND HAVEN CHARTER TOWNSHIP ZONING ORDINANCE (THE “ZONING ORDINANCE”) TO ALLOW SEWER WAIVERS FOR PUD DEVELOPMENTS IN NE QUADRANT; AMEND SECTIONS OF THE US-31 CHARACTER OVERLAY ZONE CHAPTER PERTAINING TO ARCHITECTURAL REQUIREMENTS AND LANDSCAPE STANDARDS; AMEND LANDSCAPE SCREENING STANDARDS; ALLOW CHICKENS IN PLATTED SUBDIVISIONS SUBJECT TO CERTAIN CONDITIONS; AMEND NEW CELL TOWER SETBACKS; PROVIDE STANDARDS FOR RESIDENTIAL DIRECTIONAL SIGNAGE ASSOCIATED WITH PUD DEVELOPMENTS; CLARIFY ROOF HEIGHT MEASUREMENTS; CLARIFY NEW LOT REGULATIONS

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

Section 1. Sewer Waivers for PUDs in the NE Quadrant. Section 7.01(B) of the Zoning Ordinance of the Charter Township of Grand Haven is hereby amended so as to read in its entirety as follows (the rest of Section 7.01 shall remain unchanged):

- (B)** All PUDs shall be serviced by certain minimum infrastructure features, including paved roads, natural gas, underground electrical service, municipal water and municipal sanitary sewer; **provided, however, that the Township Board may, upon recommendation of the Planning Commission, waive the requirement for municipal sanitary sewer, whether that requirement arises under this Ordinance or any other Township ordinance, if all of the following criteria are met:**
- (1)** The property is located north of Comstock Street and East of 164th Avenue;
 - (2)** The property is proposed only for residential PUD development;
 - (3)** Municipal sanitary sewer is not “available” to the property, as that term is defined and used in Section 3.1.4 of the Township Sewer Usage and Administration Ordinance, being Ordinance No. 180, as amended
 - (4)** All lots and/or units in the proposed PUD shall all be served by a private, on-site sewage disposal system (i.e., septic and drain field) that is approved and constructed in compliance with the requirements of the Ottawa County Health Department and, when

applicable, the Department of Environment, Great Lakes, and Energy (“EGLE”).

The Township’s decision to grant the Township Board the discretionary authority to waive the requirement for municipal sewer under this provision was predicted upon on a determination that it may not be practically or economically feasible to extend municipal sewer to certain areas in the northeast quadrant of the Township, and that such extension was unlikely to occur. However, if circumstances change, such that extending municipal sewer to such properties becomes practically and economically feasible, the Township Board may exercise its discretion by denying a waiver, and to require the provision of municipal sewer to a property proposed for a PUD, notwithstanding its determination that the criteria listed at subsections (1)-(4) would be met.

Section 2. US-31 Character Overlay District – Lot Width. Section 8.02(E) of the Zoning Ordinance of the Charter Township of Grand Haven is hereby amended so as to read in its entirety as follows (the rest of Section 8.02 shall remain unchanged):

- (E) No land division shall be approved within this Overlay Zone unless compliance with the minimum lot width standards herein is demonstrated, except if the entire parent parcel is contained within one or more of the following zoning districts: AG, RP, RR, R-1, R-2, and/or R-4, or if the parcel takes primary access from a private road, ~~or~~ shared driveway, **or public roadway other than US-31 or M-45.**

Section 3. US-31 Character Overlay District – Parking Lot Landscaping. The first footnote of Section 8.08, of the Zoning Ordinance of the Charter Township of Grand Haven is hereby amended so as to read in its entirety as follows (the rest of Section 8.08 shall remain unchanged):

- * In the event of a parking lot expansion, no new landscape islands **or improvements to perimeter landscaping** shall be required within the pre-existing portion of the parking lot. All other landscape requirements must be met.

Section 4. US-31 Character Overlay - Replacement Trees. Section 8.10(D) of the Zoning Ordinance of the Charter Township of Grand Haven is hereby amended so as to read in its entirety as follows (the rest of Section 8.10(D) shall remain unchanged):

- (D) Replacement within the Buffer Zone. Replacement Trees shall be provided within the Buffer Zone to replace each Landmark Tree to be removed from the Buffer Zone in accordance with the following schedule. When the number of Replacement Trees results in a fraction, any fraction up to one-half (½) shall be disregarded, and any fraction over and including one-half (½) shall require one Replacement Tree. The minimum size for Replacement Trees is six (6) feet in height for evergreen trees and ~~three (3)~~

~~inches~~ **2.5 inches** in caliper measured six (6) inches above grade for deciduous trees.

Section 5. US-31 Character Overlay - Architectural Requirements. The introduction paragraph of Section 8.11 of the Zoning Ordinance of the Charter Township of Grand Haven is hereby amended so as to read in its entirety as follows (the rest of Section 8.11 shall remain unchanged):

All proposed development shall utilize quality architecture to ensure a building is compatible with surrounding uses, protects the investment of adjacent landowners, blends harmoniously with the natural features in the surrounding Grand Haven Township, and promotes a high-quality image to those traveling through the Township. **The Planning Commission shall have the discretionary authority to approve or disapprove an architectural design based on this purpose and intent, without necessarily requiring strict compliance with the architectural standards in this Section. In those instances, modifications and waivers may be granted by the determination of the Planning Commission.**

Section 6. US-31 Character Overlay - Building Materials. The final, unnumbered paragraph of Section 8.11(A)(3)(c)(i) of the Zoning Ordinance of the Charter Township of Grand Haven is hereby amended so as to read in its entirety as follows (the rest of Section 8.11(A)(3)(c)(i) shall remain unchanged):

- (i) Any other block, or building material not specifically listed may be reviewed and approved by the Planning Commission if the material is compatible with surrounding uses, protects the investment of adjacent landowners, blends harmoniously with the natural features and promotes a high-quality image to those traveling through the Township. **The Planning Commission can waive this requirement for walls that are effectively screened from view by other buildings, landscaping, or by Landmark Trees and other pre-existing vegetation.**

Section 7. US-31 Character Overlay - Building Canopies. Section 8.11(A)(3)(g) of the Zoning Ordinance of the Charter Township of Grand Haven is hereby amended so as to read in its entirety as follows (Figure 8-7, which follows Section 8.11(A)(3)(g), shall remain unchanged):

- (g) **Overhead canopies.** Overhead canopies for gas stations or other uses shall be designed to be compatible with the architectural characteristics of the main building, as determined **by the Planning Commission. At a minimum, peaked roofs, shingles, support structures shall match or simulate materials of the main building, lighting fixtures fully recessed into the canopy** and shall be of neutral colors.

Section 8. US-31 Character Overlay - Industrial Additions. Section 8.11(B)(2) of the Zoning Ordinance of the Charter Township of Grand Haven is hereby amended so as to read in its entirety as follows (the rest of Section 8.11(B) shall remain unchanged):

- (2) **Existing Buildings.** Industrial buildings do not comply with the above requirements and which are being renovated or expanded, or which are simply being maintained on a site which is subject to site plan review, may continue to use materials that do not conform to this section, including on additions or expansions. However, additions and expansions must ~~include materials such as brick, stone or decorative block for architectural detailing~~ **be designed to be architecturally consistent with the existing portion of the building, using similar materials and architectural features. This must include compliant materials if the location is visible from a publicly accessible area.**

Section 9. US-31 Character Overlay Utility Cabinet Screening. Section 8.12(E) of the Zoning Ordinance of the Charter Township of Grand Haven is hereby amended so as to read in its entirety as follows (the rest of Section 8.12 shall remain unchanged):

- (D) **Existing Utility Cabinets.** All utility cabinets (such as transformers) must be screened with evergreen trees ~~or~~, shrubs that meet the minimum size-at-planting requirements of this Ordinance, **or enclosure as permitted in Section 4.02(B)(1).**

Section 10. US-31 Character Overlay Curbing. Section 8.12(F) of the Zoning Ordinance of the Charter Township of Grand Haven is hereby amended so as to read in its entirety as follows (the rest of Section 8.12 shall remain unchanged):

- (F) **Loading Curbs.** Generally, mountable or rolled concrete curbs shall be used throughout ~~the~~ a **new or expanded** parking lot and paved areas. The Township may vary the specifications shown below based on the specific needs of that site. The use of concrete curbs around the paved areas creates a well-defined space, it will add strength to the edges of the pavement, assists in directing stormwater, and allows for efficient snow removal with a plow-only and does not require the use of a loader. The Township may consider a curb waiver if raingardens are utilized for stormwater disposition.

Section 11. US-31 Character Overlay – Service Bay Doors. Section 8.12(G) of the Zoning Ordinance of the Charter Township of Grand Haven is hereby amended so as to read in its entirety as follows (the rest of Section 8.12 shall remain unchanged):

- (G) **Loading and Service Bay Doors.** Loading and service bay doors shall not face a public street. Such doors shall be in the rear **yard** of the site. Where this is not practical, location on ~~the~~ **any** side may be permitted as long as additional walls, **including other buildings**, or landscape screening is provided, and/or such areas are recessed, **or the function of the loading**

doors is of a temporary nature and necessary function of the operation of the site, to minimize the negative visual impact by determination of the Planning Commission.

Section 12. Chickens in Platted Subdivisions. Section 14.02(B)(2)(h) of the Zoning Ordinance of the Charter Township of Grand Haven is hereby amended so as to read in its entirety as follows (the rest of Section 14.02 shall remain unchanged):

(h) The following number of livestock shall be allowed on a given lot:

Livestock	RP and RR	R-1 and R-2
Cattle, Horses, Sheep, Goats, etc. (i)	1 per acre, in any condition	Prohibited on lots under 3 acres On lots over 3 acres, 1 per acre, in any combination
Pigs	Prohibited	Prohibited
Chickens	1 per 0.1 acres (ii)	(ii) and (iii)
Poultry and Livestock Birds, other than Chickens	Prohibited	Prohibited

- (i) “Cattle, Horses, Sheep, Goats, etc.” may include all other fur-bearing livestock not specifically listed at the discretion of the Zoning Administrator.
- (ii) Chickens in the RP, RR, R-1, and R-2 districts shall be subject to the following:
 - a) Roosters shall not be permitted.
 - b) The slaughtering of any chicken is prohibited.
 - c) Chickens must be provided with and kept within a covered enclosure at all times. Chickens shall not be allowed to roam the lot or any other property.
 - d) The enclosed area where the chickens are kept shall be located within the rear yard and shall be setback at least twenty (20) feet from any side or rear lot line.
 - e) The enclosed area where the chickens are kept shall be maintained in a clean and neat manner at all times.
 - f) Materials used to construct the enclosed area shall exclude tarps, plastic, fabric, rubber, paper, cardboard, or other non-traditional building materials.
 - g) Chicken feed must be kept in rodent-proof, sealed containers.

- (iii) Chickens in the R-1, and R-2 districts shall also be subject to the following requirements:
 - a) Subject to subsection b), immediately below, all lots may have up to four chickens. Lots over two acres may have an additional chicken per quarter of an acre (0.25 acres), up to 15 chickens. In calculating the permitted number of birds, the number of acres shall be rounded down to the nearest tenth of an acre.
 - b) Notwithstanding subsection a), the keeping of chickens is prohibited on lots in platted subdivisions (other than assessor's plats and supervisor's plat) and condominium units, if the recorded use restrictions for the subdivision or condominium prohibit the keeping of chickens. The Township will not issue a permit for the keeping of chicken in those instances.

Section 13. Cell Tower Setbacks. Section 12.49(A)(8) of the Zoning Ordinance of the Charter Township of Grand Haven is hereby amended so as to read in its entirety as follows (the rest of Section 12.49(A) shall remain unchanged):

- (8) If a new tower is to be constructed for the facility, it shall meet the following standards:
 - (a) ~~The tower must be setback from all property lines by a distance equal to 1.5 times its height.~~ The setback distances measured from the nearest part of the wireless communication support structure to each property line shall be equal to or greater than the height of the support structure; provided, however, that if the application includes a signed certification by a state of Michigan licensed professional engineer indicating that the maximum distance, from the base, that any portion of the support structure and antenna will fall in the event of tower failure, is less than the height of the support structure, then the Planning Commission may reduce the required setbacks as deemed appropriate based on that certification and other characteristics of the particular site. DAS installations shall be exempt from this requirement.
 - (b) Lighting on the tower shall be prohibited unless required by the Federal Aviation Administration.
 - (c) The tower must be a monopole design. Guyed and lattice towers are prohibited.
 - (d) No signage shall be placed upon the tower structure, except for required signage installed on DAS poles.

- (e) The tower must be the shortest possible height required to provide the service desired by the applicant. The applicant must submit coverage and/or capacity information, including propagation maps and other information requested by the Township, to demonstrate the needed service improvement and why the requested height is necessary. The Township may request further information, including propagation maps, demonstrating the service at lower heights, in order to determine for itself whether the requested height is necessary.
- (f) The base of the tower and all associated equipment must be surrounded by a locked, opaque screening fence meeting the standards of the zoning district that the tower is located within. DAS installations shall be exempt from this requirement.
- (g) The applicant must demonstrate the number of co-location sites that will be available on the tower. DAS installations shall be exempt from this requirement.

Section 14. Residential Signage. Section 11.09(B) of the Zoning Ordinance of the Charter Township of Grand Haven is hereby amended so as to read in its entirety as follows (the rest of Section 11.09 shall remain unchanged):

(B) Residential Uses in R-1, R-2, R-3, and R-4.

	Wall Signs	Ground Signs and Pylon Signs	Window Signs	Directional Signs
Number	One per lot containing a permitted Home-Based Business. Prohibited in all other cases	One per road frontage at an entrance to a residential subdivision, complex, or neighborhood. Exception – R-4, where signs may be located at all entrances.	One per lot containing a Home Based Business, in lieu of a wall sign	One per road intersection, building entrance or otherwise required by law; only within residential subdivisions, residential site condominiums and planned-unit developments
Location	Any wall	Must be set back at least 10 feet from all lot lines and rights-of-way	Any window	Must be set back at least 10 feet from all lot lines and rights-of-way
Size	6 sf	Area – 24 sf Height – 6 ft	6 sf	Area – 6 sf Height – 4 ft
Other	No illumination for a Home Based Business sign	May be affixed to an Architectural Gateway Element. The area of the sign shall only include the sign itself. The Architectural Gateway Element shall not be considered signage.	No illumination	No illumination

Section 15. Residential PUD signage. Section 7.08(B)(5) of the Zoning Ordinance of the Charter Township of Grand Haven is hereby amended so as to read in its entirety as follows (the rest of Section 7.08(B) shall remain unchanged):

- (5) Signs in a Commercial, Industrial, **Residential** or Mixed-Use PUD shall be regulated by Chapter 11, unless specific modifications are made by the Township.

Section 16. Definition - Roof Height Mono-slopes. Section 21.02(A)(12)(f) of the Zoning Ordinance of the Charter Township of Grand Haven is hereby amended so as to read in its entirety as follows (the rest of Section 21.02(A)(12) shall remain unchanged):

- (f) **Building Height (Story Above Grade Plane).** Any story having its finished floor surface entirely above grade plane, or in which the finished surface of the floor next above is more than six (6) feet above grade plane. Height is measured as the vertical distance established from grade plane to the highest point of the roof surface for flat roofs; to the deck-line for mansard roofs; and to the mean height level between eaves and ridge for gable, hip and gambrel roofs **and for other multi-peak, multi-part and multi-slope roofs.**

Section 17. Parking Lot Landscaping. Section 4.02(A)(4)(a) of the Zoning Ordinance of the Charter Township of Grand Haven is hereby amended so as to read in its entirety as follows (the rest of Section 4.02(A)(4) shall remain unchanged):

- (a) **Perimeter.** A landscaped area must be at least ten (10) feet in width must surround parking lots on all sides.
 - (i) Private internal walkways may be located between the parking lot and the required landscaping.
 - (ii) The landscape area must contain a continuous screen at least thirty-six (36) inches in height above the street grade, and can consist of shrubs, hedges, berm, wall, or combination thereof.
 - (iii) **The Township may consider a waiver if rain gardens are utilized for stormwater disposition or the elimination of plantings aid in the removal of snow storage. In such instances the landscape area shall be offset with plantings in a different area on a 1:1 ratio.**

Section 18. General Landscaping. Section 4.02(A)(2) of the Zoning Ordinance of the Charter Township of Grand Haven is hereby amended so as to read in its entirety as follows (the rest of Section 4.02(A) shall remain unchanged):

- (2) **General Landscaping.** All lots subject to this section shall provide 1 tree per 500 square feet of non-paved surface, including trees required by the other requirements in Section 4.02. Existing trees, and trees which are

required as other components of the landscape plan required by other provisions of Section 4.02 can reduce the number of required trees on a 1:1 ratio.

For example, if a site has 5,000 square feet of non-paved surface than a minimum of ten (10) trees are required to be planted. Of these ten (10) trees, two (2) existing trees are being preserved and an additional five (5) trees are required for screening under other provisions of Section 4.02, which means three (3) more trees must be planted within the 5,000 square feet non-paved area(s).

Section 19. New Lot Regulations. Section 2.08(M) of the Zoning Ordinance of the Charter Township of Grand Haven is hereby amended so as to read in its entirety as follows (the rest of Section 2.08 shall remain unchanged):

- (M) Newly created lots shall be rectangular, with lot lines meeting at right angles, unless that shape is rendered ~~impossible~~ **not practically feasible** by natural features, legal restrictions, or other factors out of the control of the applicant for a lot split.

Section 12. Effective Date. The foregoing amendment to the Grand Haven Charter Township Zoning Ordinance was approved and adopted by the Township Board of Grand Haven Charter Township, Ottawa County, Michigan on _____, 2023, after a public hearing as required pursuant to Michigan Act 110 of 2006, as amended, and after a first reading of the amendment by the Township Board on . This Ordinance shall be effective on _____, 2023, which date is eight days after publication of the Ordinance as is required by Section 401 of Act 110, as amended, provided that this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110, as amended.

Mark Reenders, Township Supervisor

Laurie Larsen, Township Clerk

CERTIFICATE

I, Laurie Larsen, the Clerk for the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing Grand Haven Charter Township Zoning Text Amendment Ordinance was adopted at a regular meeting of the Township Board held on _____, 2024. 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 or a summary of the Ordinance was published in the *Grand Haven Tribune* on _____, 2024.

Laurie Larsen, Clerk
Grand Haven Charter Township



MANAGER'S MEMO

DATE: July 17, 2024
 TO: Township Board
 FROM: Bill
 SUBJECT: 2025 Fiscal Year Budget Policies

OVERVIEW OF SCHEDULE:

Pursuant to state law, the Township must adopt a budget prior to December 31st (*with a public hearing prior to December 15th*).

However, because 2024 is a Presidential election year – with a new Township Board being seated on November 20th – the Township’s budget process is accelerated with the FY2025 budget scheduled to be approved at the **October 28th Board meeting**.

The review of the FY 2025 budget remains the main planning and policy activity of the Township Board. Following the guidelines found in the Township’s *Administrative Policies and Procedures Manual*, the timetable for the 2025 Fiscal Year budget is as follows:

Date	Activity
07-22	Superintendent provides detailed budget assumptions and policies memorandum to the Board for approval
08-13	Superintendent holds informational meetings for department directors
08-20 to 09-09	Department heads submit proposed revenue and expenditure plans to Superintendent and/or Finance Director
08-26	Schedule Truth-in-Taxation Public Hearing
09-09	Truth-in-Taxation Public Hearing
09-16 to 10-07	Superintendent meets with department directors to review budget
10-10	Superintendent submits proposed line-item budget to the Township Board
10-14	SAD Hearing held by Township Board
10-16	Township Board reviews line-item budget at a special work session
10-28	Truth-in-Budgeting Public Hearing held by Township Board
10-28	General Appropriations Act adopted by Township Board

BUDGET ASSUMPTIONS – REVENUES:

As you are aware, under state law, the Township Superintendent is required to prepare and submit a budget to the Township Board for consideration. However, pursuant to the Township’s *Administrative Policies and Procedures Manual*, the Township Board must first adopt the 2025 Fiscal Year budget assumptions and policies memorandum that provides detailed direction regarding the budget. (*Work on the FY 2025 budget began in May at the staff level.*)

In brief, the FY2025 budget will return to a more moderate level of spending – after the significant capital expenditures of FY 2024 with a goal to increase↑ the designated General Fund fund balance – allowing for future park capital projects to be completed.

The budget assumptions for the FY 2025 that will impact the revenue side of the budget equation include the following:

- ✓ The **United States** economy will continue growing into 2025. However, mid-2025 will see a hard landing with growth expected to be reduced↓ by more than 40%. Both government and personal debt is currently fueling much of the economic growth, and both consumers and corporations are already feeling distress. These problems will come to the forefront in 2025 when unemployment is expected to rise↑. (*The chances of a recession in 2025 is projected at slightly more than 51%.*)

On a more positive note, inflation will continue to decline↓ with the 2024 overall inflation rate being projected to be about 3%. This should lead to at least one rate cut by the Federal Reserve during 2024. And inflation should decline↓ further in 2025.

Bottom line – from the Township’s perspective, there should not be any major economic shifts that will disrupt the FY2025 budget.

- ✓ **State shared revenues** (*constitutional and statutory*) are projected to decline↓ slightly estimated at about \$1.99 million for FY2025 – with about \$1.92 million in constitutional and \$66k in statutory revenue sharing. This will be about a **1.4% decline↓** (*or about \$29k less↓ than FY 2024*).
- ✓ A “**Truth in Taxation**” hearing will be held on **September 9th**.
- ✓ The FY 2024 **Taxable Value** (TV) of the Township has increased↑ by about **7.5%** or **\$79 million** to the current estimate of about **1.21 billion**. (*The SEV for the Township exceeds \$1.54 billion.*) About \$30 million (*or 38%*) of this \$79 million increase is related to the inflation factor imposed by the State of Michigan, which leaves about \$49 million (*or 62%*) related to other factors – such as new construction, additions, or “uncapping”.
- ✓ The Taxable Value of the **Downtown Development Authority** (DDA) is estimated at about **\$132 million**. TIF revenues will be collected based upon the increase of the 2024 taxable values over the 1998 taxable values (*and the increase in 2024 taxable values over the 2021*

taxable values for the newly added land), should collect about **\$939k**.

- ✓ The **General Operating millage** will generate about **\$1.04 million** in revenues, after the “capture” of the tax increment revenues by the DDA.
- ✓ The **Disabled Veterans exemption** – based upon current exemptions – is expected to reduce property tax collections. The FY 2025 revenue loss is estimated at \$9k for the General Fund; \$18k for the Fire/Rescue Fund; \$4k for the Pathway Fund; \$3k for the Park Debt; \$8k for the Fire Debt and, \$3k for the Municipal Street Fund. (*Note that the State Legislature is still considering replacing these “lost” revenues – or at least a portion thereof.*)
- ✓ The **Fire/Rescue millage** will generate about **\$1.93 million** in revenues, after the “capture” of the tax increment revenues by the DDA.
- ✓ The **Fire Station Debt millage** will generate about **\$1.0 million** in revenues.
- ✓ The **Pathway millage** will generate about **\$436k** in revenues, after the “capture” of the tax increment revenues by the DDA. (*This will be sufficient to cover the debt payments at about \$313k and provide about \$123k for maintenance, which will be in addition to GF monies.*)
- ✓ The **Parks Debt millage** will generate **\$359k** in revenues. (*This will be sufficient monies to fund the FY2025 bond payments of about \$360k with the monies in cash reserves from previous collection.*)
- ✓ The **Streets millage** will generate about **\$958k** in revenues, after the “capture” of the tax increment revenues by the DDA. (*This will be sufficient to cover both the Township’s share of the Harbor Transit operating budget of 0.6± mills or about \$614k – after DDA capture – and provide about \$344k – after the DDA capture – for street maintenance, which will be in addition to General Fund monies.*)
- ✓ The **Police Services SAD levy** of 0.55 mills (*i.e., no change*) will collect about **\$608k**.
- ✓ **Construction** estimates in the Township for 2025 indicate that there will be about **700+ construction permits** with revenues being about **\$380k**. (*This does not include plumbing, electrical, or mechanical fees, which adds about \$180k.*)
- ✓ **Millage rates** for the Township’s various Funds will be **5.4672 mills**, which is divided among the various funds as noted below:
 - 1.0115 mills for the **General Fund** (*which is a 1% millage decrease↓*) that will raise about \$1.13 million (*before DDA capture*);
 - 1.8804 mills for the **Fire/Rescue Fund** (*which is a 1% millage decrease↓*) that will raise about \$2.11 million (*before DDA capture*);
 - 0.9311 mills for the **Transportation Fund** (*which is a 1% millage decrease↓*) that will raise about \$1.04 million (*before DDA capture*);
 - 0.4242 mills for the **Pathway Fund** (*which is a 1% millage decrease↓*) which will raise about \$476k (*before DDA capture*);

- 0.9000 mills for **Fire Station Debt** that will raise about \$1.0 million; and,
 - 0.3200 mills for **Parks Debt Fund** that will raise about \$359k.
- ✓ **Administrative fees** paid to the General Fund will be about equal during FY 2025.
 - ✓ **Water and Sewer utility rates** will increase↑ by 1% for water and 2% for sewer pursuant to the 2020 Cost of Service Study adopted by the Board. Further, there will be an estimated sixty new water connections and forty new sewer connections.
 - ✓ All other fees and charges will be unchanged for FY 2025.

The fund balance or cash reserves of the Township’s fourteen (14) Funds at the end of FY 2024 will remain strong with the following estimates based upon the most recent budget amendments:

1. General Fund <u>undesignated</u> fund balance	= \$ 1,990,780
General Fund <u>designated</u> fund balance	= \$ 1,500,000 ¹
2. Municipal Street Fund fund balance	= \$ 111,196
3. Fire/Rescue Fund fund balance	= \$ 1,293,397
4. Police Services SAD Fund fund balance	= \$ 185,815
5. DDA Fund fund balance	= \$ 2,946,535
6. ARPA Fund fund balance	= \$ 8
7. Fire Station Deb Fund fund balance	= \$ 174,480
8. Parks Debt Fund fund balance	= \$ 101,447
9. Fire Station Construction Fund fund balance	= \$ 1,378,641
10. Pathway Debt Fund fund balance	= \$ 3
11. Pathway Construction Fund fund balance	= \$ 79,803
12. Parks Construction Fund fund balance	= \$ 656,735
13. Sewer Fund cash reserves	= \$ 1,316,044
14. Water Fund cash reserves	= \$ 3,809,224
15. Information Technologies Fund fund balance	= \$ 106,247
16. OPEB Trust Fund fund balance	= \$ 197,547
GRAND TOTAL	= \$15,847,902

These fund balance numbers will be adjusted at least one more time during FY2024 due to budget amendments that will be proposed in August/September.

BUDGET ASSUMPTIONS – EXPENDITURES:

The budget policies that will impact the expenditure side of the budget equation include the following:

First, the FY2025 budget will be significantly smaller than FY2024 with fewer capital projects.

¹ Designated General Fund fund balance will be used for capital Park projects.

Second, the superintendent is recommending adoption of a modified "*continuation budget*". This means that there will be no significant new programs added or major services eliminated except as delineated in this budget policies memorandum under "Capital Projects and Other Changes."

Third, the budget will include a Cost-of-Living Adjustment (COLA) to the 2024 Wage Rates. Please recall that the Township does not provide "performance" pay increases or "bonuses;" but rather follows the step increases listed in the wage study.

That said, for the purposes of comparisons, it is noted that the Township uses a twelve-month "chained" CPI ending in July to determine any Cost-of-Living- Adjustment (COLA). However, because that report has not been released, staff can only estimate the C-CPI-U based on the most recent June report – **which is 2.8%**. (*This is the lowest rate in four years – i.e., since FY2021.*)

(Recall that the Township Board agreed to use the C-CPI-U to determine the cost-of-living allowance provided to non-union employees and further instructed staff to use a July-to-June measurement focus to ensure there is continuity from one budget year to the next.

Further, it is noted that the Chained CPI is designed to be a closer approximation to a "cost-of-living" index than the CPI that is normally reported in the news. The Chained CPI is used to overcome a shortcoming of the CPI series, which does not account for the changes that people make in the composition of goods that they purchase over time, often in response to price changes. The alternative method of the C-CPI-U is intended to capture consumers' behavior as they respond to relative price changes.)

Fourth, it is noted that the seven members of the Local 4476 International Association of Fire Fighters (IAFF) are covered by a collective bargaining agreement – which expires on December 31, 2028 – that currently provides the union members the same cost-of-living adjustment as the Board accords to non-union Township employees.

Fifth, the items within the Township's benefit package offered to employees will neither increase nor decrease over the current fiscal year and any cost increase will be limited to projected premium costs estimated by staff and the respective insurance companies.

However, full-time staff may be required to contribute **up to 20%** of the cost of their respective health insurance premiums for Fiscal Year 2024, if the Township cannot stay below↓ the "Hard Cap" that is calculated annually by the State of Michigan.

Currently, the projected insurance increases are estimated as follows:

- Health insurance cost increases are projected to increase↑ between 10% and 14% for the current health care plan. (*Assistant Manager Sherwood will be meeting with health insurance providers and may recommend changing insurance companies. It is unknown whether the Township will remain below↓ the state-mandated "hard cap" until the insurance companies release their quotes.*)
- Dental Insurance premiums are projected to increase↑ by 7% to 8%.
- Disability and Life insurances are expected to remain flat↔.
- Liability insurance (*e.g., building and grounds, vehicle, employee bonding and liability,*

etc.) are expected to increase↑ by 15% to 20% -- with about \$7k of the increase related to the new Fire/Rescue station.

- Workers Compensation insurance costs are expected to increase↑ by 2%.

Sixth, the staffing level at the Township will remain level.

CAPITAL COSTS AND OTHER CHANGES IN EXCESS OF \$10,000:

The following lists the notable capital expenditures and other costs being *proposed* for the Fiscal Year 2025budget.

General Fund:

Normal Operations with certain capital expenditures or other changes that include the following:

Legislative:

- Normal operations with \$10k included for a Strategic Plan update with the new Board.

Supervisor:

- Normal operations.

Elections:

- Normal operation with one (1) election being the School Millage Election (*May 6th*).

Finance:

- Normal Operations.

Assessing:

- Normal operations, except for the following:
 - ✓ \$86k for the fourth year of the assessing contract with Property Assessment Solutions to assess about 1,500 parcels.

Clerk:

- Normal operations.

Board of Review:

- Normal operations.

Administrative:

- Normal operations.

Treasurer:

- Normal operations.

Building and Grounds:

- Normal operations, except for the following:
 - ✓ \$100k for roof repair/maintenance of Administrative Building.
 - ✓ \$130k to replace the 32-year-old John Deere tractor with CAT front-end loader.

Cemetery:

- Normal operations with no major capital projects or purchases.

Community Development:

- Normal operations.

Road Construction:

- \$502k General Fund transfer to the Municipal Street Fund. (*See “General Fund Appropriation Transfers” on next page.*)

Lights District:

- Normal operations. (*More lights will be changed over to LED fixtures; thereby lowering operating costs.*)

Waste Collections:

- Normal operations.

Drains at Large:

- \$136k* for at-large contributions for drain maintenance that will cover the local costs for a variety of drain maintenance projects.
- The so-called “Orphan Drain” project will continue, as time permits. The goal is to identify all orphan drains within the Township, schedule Board of Determination hearings, and bring the orphan drains under the authority of the Ottawa County Water Resources Commissioner.
-

**Note:*

<i>Drain</i>	<i>Cost</i>
<i>Beechtree Drain</i>	<i>\$61k</i>
<i>Blair Drain</i>	<i>\$2k</i>
<i>Clovernook Drain</i>	<i>\$1k</i>
<i>Cooper Drain</i>	<i>\$36k</i>
<i>Cutter Park Drain</i>	<i>\$4k</i>
<i>Mercury Drive</i>	<i>\$3k</i>
<i>South Beeline Drain</i>	<i>\$1k</i>
<i>Wedger Drain</i>	<i>\$27k</i>
<i>Miscellaneous</i>	<i>\$1k</i>

Parks:

- Normal operations with the following projects*:
 - ✓ \$55k – replace 2001 leaf sweeper.
 - ✓ \$35k – remove five acres of trees from “Witteveen” tree farm and begin to develop large meadow area.
 - ✓ \$32k – to re-roof Hofma Park shelter and replace Hofma Preserve trash cans,

- benches, etc.
- ✓ \$25k – to add 60” mower to “fleet” of mowers.
- ✓ \$20k – to install irrigation, concrete edging, and landscaping to Hofma Park entrance.

*(*Note - The Parks and Recreation Committee may request additional projects. Further, the 2024 MNRTF grant could be approved in December, which could require an appropriation of about \$435k – with \$222±k being the responsibility of the Township **IF** the project were constructed during FY2025.)*

Planning Commission:

- Normal operations.

Zoning Board of Appeals:

- Normal operations.

General Fund Appropriation Transfers:

- \$502k to Transportation Fund;
- \$713k to the Pathway Construction Fund; and,
- \$ 5k to Retiree Health Care Trust Fund (OPEB).

Municipal Street Fund (includes Harbor Transit contribution):

Normal operations with a division of monies raised from the millage rate between street paving and Harbor Transit, after the capture of the TIF revenues by the DDA, that is substantially similar to FY 2024 (i.e., about 0.6 mills or about \$614k to Harbor Transit and 0.3316 mills or about \$344k for street maintenance) and a \$502k contribution from the General Fund for street resurfacing and maintenance. Projects will include: *

- \$774k for subdivision re-surfacing; and,
- \$ 36k for dust control on gravel.

*(*Note – During FY2025, the OCRC will resurface Lincoln Street from US-31 to 144th Avenue, which is a total of 2.8 miles at a cost of about \$1.55 million.)*

The total spent by the Township on road maintenance in FY 2025 will be about **\$810k** (or more depending upon General Fund revenues).

Fire/Rescue Fund:

Fire/Rescue service calls are expected to continue to increase↑ and are expected to exceed↑ 1,550 during FY 2025, which is an average of about 4.25 calls per day.

The Fire/Rescue Fund will have very few capital expenditure budget in FY2025; but will include the following:

- \$25k to purchase six new sets of fire gear.
- \$25k to replace the 2014 Zoll Auto Pulse (CPR machine). (The department did apply for a firefighter assistance grant for this purchase.)

Police Services SAD Fund:

The annual expenditures should remain stable ... at about **\$640k**.

DDA Fund:

The DDA will collect about **\$1.1 million** in revenues in FY2025 – mostly in the form of Tax Increment Finance (TIF) monies (*i.e., about \$939k*). Further, at the end of the FY2024, the DDA Fund is expected to have Cash Reserves of about **\$2.95 million**.

This would allow for a capital construction project of over \$4 million to be completed.

That said, staff are still determining whether the water main loop project between the Grand Rapids Hiawatha water meter station and the Grand Rapids M-45/US-31 water meter station (*which would be partially funded by the DDA*) should be completed in FY2025 or postponed to a later date.

That said, the DDA Fund will extend sanitary sewer adjacent to the new Maverick Service Station about four hundred feet on 158th Avenue at a cost of about \$185k.

American Rescue Plan Act (ARPA) Fund:

All ARPA monies will be obligated by the end of FY2024 – and should be expended. *

(*Note – these ARPA monies must be obligated before December 31, 2024, and spent prior to December 31, 2026.)

Parks Debt Fund:

The debt millage rate will be reduced↓ from 0.35 mills to 0.32 mills. This, of course, will pay the scheduled debt payment of about **\$350k** and will have cash reserves of about \$110k at the end of FY2025.

Pathway Fund & Pathway Debt Fund:

Normal operations (*e.g., sweeping, snow plowing, painting crosswalks, crack sealing, etc.*) with the following bond payments and capital projects:

- \$313k for bond payments; and,
- \$610k for resurfacing the Lakeshore pathway from Little Pigeon Boardwalk to Fillmore plus one hundred feet for a portion of 168th Avenue pathway. (*In addition, there will be professional fees of \$160k, a portion of which may be incurred in FY2024.*)

Fire Station Construction Fund:

The Fire/Rescue Station construction will be completed in FY2025 with about **\$1.61 million** expended for professional fees and capital costs.

Currently, it is expected that there will be about **\$197k** in cash reserves remaining at the conclusion of the construction project, which can be used for debt payments.

Fire Station Deb Fund:

This Fund that will make debt payments for the next 20-years. The debt millage started at 0.9 mills, which will generate about \$1 million in revenues. (*This will be sufficient to cover the debt payments at about \$866k. Reserves will be near the \$144k level.*)

Parks Construction Fund:

There are no capital projects planned for this Fund in 2025. That said, about **\$657k** remains in the

Fund for future projects or capital purchases that will be determined in the future by the Board – e.g., Phase II of Schmidt Heritage Park, etc.

Sewer Fund:

Normal operations, with the following capital projects:

- \$80k to replace two pumps in the US-31/M-45 Lift Station.

Water Fund:

Normal operation, with the following capital projects:

- \$785k to paint and repair the West water tank (*located in Sunset Hills*).
- \$25k to add valves to Ferris Street, 178th Avenue and Brucker Street for improved maintenance purposes.
- \$120k to replace twenty-four (24) plastic service lines on Pine Street that have a higher likelihood of causing basement flooding when they fail.

Information Technology Fund:

Normal operations, except for the following:

- \$12k to replacement/update of the Township's website.
- \$41k to replace twenty-seven desktop “mini-PCs” that are reaching end-of-life (EOL) regarding the operating system (*i.e., Windows 10*) and are 9 to 13 year of age.

Most IT costs are related to annual software subscription services – which average about \$220k annually.

Retiree Health Care Trust Fund (OPEB):

Normal operations, based upon the 2022 full valuation report completed by Watkins Ross required under GASB 75.

Payment is estimated at about **\$30k** – with about \$5k from the General Fund and \$25k from the Fire/Rescue Fund. There are four (4) covered retirees/spouses under the General Fund and seven (7) covered employees/spouses under the Fire Fund portion.

The OPEB Fund fund balance will be about \$197k at the end of FY2024.

If the Board is satisfied with the budget priorities outlined within this 10-page Budget Policies Memoranda – understanding that the “devil is in the details” – the following motion can be offered:

Move to adopt the 2025 detailed budget assumptions and policies as delineated by the Superintendent within the July 17th memorandum and to instruct the Superintendent to proceed with completion of a 2025 Fiscal Year line-item budget for Board review and consideration pursuant to state law and the proposed budget schedule.

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



Administrative Memo

DATE: July 22, 2024
TO: Township Board
FROM: Karen Sherwood
RE: Personnel Manual Update: Section 2.5 Screening and Section 4.5 Overtime

Overview

The Township has been working to assure overtime is paid in accordance with the law. The Township's attorneys provided clarification regarding overtime pay when employees work in more than one position. This process is slightly different than our past practices, therefore, our attorney has recommended implementing a new policy to eliminate staff earning overtime when working in more than one position. This would eliminate, for example, an employee working for the Department of Public Safety and Fire/Rescue. The importance of this policy ensures overtime can be monitored more easily along with the costs associated with overtime as an employee working in two different positions. Currently, monitoring the costs associated with overtime pay when employees are working in two different positions is difficult since the pay rate is unknown until the pay period ends because the Township must calculate the blended rate of both of their hourly pays, making monitoring the overtime in this situation more difficult. This policy would also eliminate allowing new or current employees from working in more than one position.

Recommended Policy Amendments 2.3 - Recruitment

The Personnel Director, with the assistance of the affected Department Director, shall be responsible for the recruitment of all Township personnel, consistent with the Township's selection policy **and section 4.5 of this manual**. To attract qualified applicants for Full-Time and Part-Time openings, any or all the following recruitment tools will be used:

- A. In-house posting of the position so current employees have the opportunity to apply.
- B. Posting of the vacant position on the public bulletin board in the Township office.
- C. Personal contact, job posting sites, organization sites, newspaper ads, Township social media, or any other reasonable means of attracting a qualified candidate.

The listing of the means above is not intended to impose a requirement upon the Personnel Director to follow each and every means listed. All decisions made by the Township pursuant to this policy shall be made according to the Township's discretion.

Any posted or published notice or advertisement shall contain the job title, job summary, minimum qualifications, current pay structure, application deadline, and the phrase "the Charter Township of Grand Haven does not discriminate on the basis of religion, race, sex, color, national origin, age, height, weight, familial status, marital status, disability, genetic information, sexual orientation, gender

identity, or any other characteristic protected by law in employment or the provision of services.” The Personnel Director shall be responsible for composing and posting/publishing any such notice or advertisement.

Current Policy 4.5 - Overtime

It is the Township’s policy that Non-Exempt employees normally will not work in excess of forty (40) hours per week. If such overtime work is necessary, the employee must have prior authorization from the Department Director or Township Manager. Employees responding to emergency conditions do not need prior authorization. Employees will be paid one and one-half times their regular hourly rate for all hours worked in excess of forty (40) hours during any workweek. EXCEPTION: Fire Fighters who work a nineteen (19) day work period are paid overtime for anything in excess of one hundred forty-four (144) hours.

Recommended Policy Amendments 4.5 - Overtime

It is the Township’s policy that Non-Exempt employees normally will not work in excess of forty (40) hours per week. If such overtime work is necessary, the employee must have prior authorization from the Department Director or Township Manager. Employees responding to emergency conditions do not need prior authorization. Employees, **except for firefighters**, will be paid one and one-half times their regular hourly rate for all hours worked in excess of forty (40) hours during any workweek.

Pursuant to Section 7(k) of the federal Fair Labor Standards Act, the Township has elected to utilize a 14-day work period for determining when firefighters are entitled to overtime pay. Except as otherwise required by an effective collective bargaining agreement or other contract, firefighters will be paid one and one-half times their regular rate of pay for all hours worked in excess of 106 hours in a 14-day period. The Fire Chief will provide firefighters with information regarding the effective date of the election.

A Non-Exempt Township employee shall not be employed in more than one position by the Township that will result in the employee regularly working overtime hours, except as otherwise approved in writing by the Township manager.

~~EXCEPTION: Fire Fighters who work a nineteen (19) day work period are paid overtime for anything in excess of one hundred forty four (144) hours.——~~

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

Motion to approve Resolution 24-07-01, authorizing the revisions to Section 2.3 – Recruitment and Section 4.5 – Overtime of the Personnel Policies and Procedures Manual as submitted.

If there are any questions or comments, please let me know.

At a regular meeting of the Township Board of Trustees of the Charter Township of Grand Haven, Ottawa County, Michigan, held on the 22nd day of July 2024, at 7:00 p.m. The meeting was held at the Township of Grand Haven, 13300 168th Avenue, Grand Haven, Michigan.

PRESENT:

ABSENT:

For the consideration of a resolution to formally amend the Township's Personnel Policies and Procedures Manual. Following discussion, the following resolution was offered by:

RESOLUTION NO. 2024-07-01

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

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

WHEREAS, the Township Board believes that it is reasonable and appropriate to adopt this amendment, modifying the current recruitment and overtime language.

NOW, THEREFORE, BE IT RESOLVED:

A. that Section 2.5 – Recruitment is to read in its entirety as follows:

The Personnel Director, with the assistance of the affected Department Director, shall be responsible for the recruitment of all Township personnel, consistent with the Township's selection policy **and section 4.5 of this manual**. To attract qualified applicants for Full-Time and Part-Time openings, any or all the following recruitment tools will be used:

- A. In-house posting of the position so current employees have the opportunity to apply.
- B. Posting of the vacant position on the public bulletin board in the Township office.
- C. Personal contact, job posting sites, organization sites, newspaper ads, Township social media, or any other reasonable means of attracting a qualified candidate.

The listing of the means above is not intended to impose a requirement upon the Personnel Director to follow each and every means listed. All decisions made by the Township pursuant to this policy shall be made according to the Township's discretion.

Any posted or published notice or advertisement shall contain the job title, job summary, minimum qualifications, current pay structure, application deadline, and the phrase "the

Charter Township of Grand Haven does not discriminate on the basis of religion, race, sex, color, national origin, age, height, weight, familial status, marital status, disability, genetic information, sexual orientation, gender identity, or any other characteristic protected by law in employment or the provision of services.” The Personnel Director shall be responsible for composing and posting/publishing any such notice or advertisement.

B. that 4.5 - Overtime is to read in its entirety as follows:

It is the Township’s policy that Non-Exempt employees normally will not work in excess of forty (40) hours per week. If such overtime work is necessary, the employee must have prior authorization from the Department Director or Township Manager. Employees responding to emergency conditions do not need prior authorization. Employees, **except for firefighters**, will be paid one and one-half times their regular hourly rate for all hours worked in excess of forty (40) hours during any workweek.

Pursuant to Section 7(k) of the federal Fair Labor Standards Act, the Township has elected to utilize a 14-day work period for determining when firefighters are entitled to overtime pay. Except as otherwise required by an effective collective bargaining agreement or other contract, firefighters will be paid one and one-half times their regular rate of pay for all hours worked in excess of 106 hours in a 14-day period. The Fire Chief will provide firefighters with information regarding the effective date of the election.

A Non-Exempt Township employee shall not be employed in more than one position by the Township that will result in the employee regularly working overtime hours, except as otherwise approved in writing by the Township manager.

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

Ayes:

Nays:

Absent:

RESOLUTION DECLARED:

ADOPTED ON: July 22, 2024

Laurie Larsen, Township Clerk

CERTIFICATE

I, the undersigned, the duly qualified 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 22nd day of July 2024. 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

**PUBLIC SERVICES DEPARTMENT
END OF THE MONTH REPORT
2024**

WATER

MONTH	WORK ORDERS	METERS INSTALLED		REPLACED METERS	REPLACED MXU'S	NEW TAPS		CROSS CONNECTION INSPECTIONS	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	46	3	0	7	0	0	0	4	0	41.76	1.11	0.00
FEBRUARY	100	4	1	6	0	2	1	8	0	37.54	1.20	0.00
MARCH	78	2	1	7	0	2	1	1	0	38.23	1.32	0.00
APRIL	110	3	5	5	3	4	3	4	0	39.56	2.05	0.00
MAY	274	4	0	11	1	3	1	179	0	80.20	3.32	0.00
JUNE	359	7	2	5	0	4	0	255	1320	108.19	3.77	0.00
JULY									0	0.00	0.00	-549.09
AUGUST									0	0.00	0.00	0.00
SEPTEMBER									0	0.00	0.00	0.00
OCTOBER									0	0.00	0.00	0.00
NOVEMBER									0	0.00	0.00	0.00
DECEMBER									0	0.00	0.00	0.00
TOTAL YTD	967	23	9	41	4	15	6	451	1320	345.47	12.77	-549.09
TOTALS			32				21					-536.32
							5722				-190.85	

NOTES:

2" meter installed - Lakeshore Flats - 5/3/2024 4" meter installed - SHP - 6/5/2024
 1 1/2" meter installed - Lakeshore Flats - 5/3/2024

WASTEWATER

MONTH	WORK ORDERS	NEW TAPS	MAIN INSTALLED IN FEET	MILLION GALLONS OF WASTE PUMPED
JANUARY	2	0	0	9.85
FEBRUARY	1	2	0	10.16
MARCH	0	4	0	9.16
APRIL	4	5	0	9.83
MAY	3	3	0	11.00
JUNE	3	5	320	9.64
JULY			0	0.00
AUGUST			0	0.00
SEPTEMBER			0	0.00
OCTOBER			0	0.00
NOVEMBER			0	0.00
DECEMBER			0	0.00
TOTAL YTD	13	19	320	59.63
TOTALS		1068		

NOTES: