



**GRAND HAVEN CHARTER TOWNSHIP  
BOARD AGENDA  
Monday, September 11, 2023**

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

1. Review of FY2024 Budget Policies Memo
2. Any Other Item of Interest

**REGULAR 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 August 28, 2023, Regular Board Minutes
  2. Approve Payment of Invoices in the amount of \$399,653.96 (*A/P checks of \$248,043.00 and payroll of \$151,610.96*)
  3. Approve
- VI. PUBLIC HEARING – FY2024 Truth in Taxation
- VII. OLD BUSINESS
  1. Approve FY2024 Budget Policies
  2. Approve Resolution 23-09-01 – Millage Levels for Winter Taxes
  3. Second Reading – Amendment Parks Rules & Regulations (*Close at Dusk – Pets on Leash*)
- VIII. NEW BUSINESS
  1. Approve Cash Contribution (*ARPA and Water Fund*) vs. Bond Amount for To Transmission Main #3 Project
  2. Approve Resolutions 23-09-02 Waste Hauler Agreement for Anytime Junk Removal
- IX. REPORTS & CORRESPONDENCE
  1. Committee Reports
  2. Manager’s Report
    - a. August Enforcement Report
  3. Other
- X. PUBLIC COMMENTS – (*Non-Agenda Items*)
- XI. ADJOURNMENT

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**GRAND HAVEN CHARTER TOWNSHIP BOARD  
MONDAY, AUGUST 28, 2023**

**REGULAR MEETING**

I. CALL TO ORDER

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

II. PLEDGE TO THE FLAG

III. ROLL CALL

**Board members present:** Reenders, Behm, Redick, Wagenmaker, Meeusen, and Larsen

**Board members absent:** Kieft

Also present were Manager Cargo, Assessing Director/Deputy Treasurer Larrison, Public Services Director Chappell, and Senior Planner Thibault.

IV. APPROVAL OF MEETING AGENDA

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

V. APPROVAL OF CONSENT AGENDA

1. Approve August 14, 2023, Regular Board Minutes
2. Approve Payment of Invoices in the amount of \$362,023.41 (*A/P checks of \$223,192.07 and payroll of \$138,831.34*)
3. Approve the sale of surplus equipment (*i.e., 2001 Dump Truck*) through Miedema Auctions

**Motion** by Wagenmaker and seconded by Redick to approve the items listed on the Consent Agenda. **Which motion carried.**

VI. OLD BUSINESS

1. Senior Planner Thibault reviewed the August 24<sup>th</sup> memo on the application from Mr. MacKeigan regarding the STR application for 10615 Lakeshore Drive.

Public comments included:

- ✓ Jeff MacKeigan (*10621 Lakeshore*) noted the STR ordinance provides for flexibility that the property has a rental history; that he is a neighbor of the property; that there are no registered complaints against the property; and that the STR rental agreement would not allow access to the shared beach.
- ✓ Mike Podein (*10569 Lakeshore*) spoke on behalf of the Poplar Dunes Drive

Association stating that the owner of the property would not be with the STR users if they used the shared beach as required; that the Associations do not allow for STRs; the McKeigan does not have a rental history, but rather previous owners have a limited rental history; STR users could have parties or large gatherings that would change the character of the neighborhood.

- ✓ Charley Jameson (*10511 Lakeshore Drive*) is opposed to the STR application noting that the homes and cottages are fairly dense in this area; that about 30 families have access to the shared beach; that owners must accompany any guest to the beach; that all of the owners – except the applicant – within this neighborhood oppose the STR application.
- ✓ Ed Schoenleber (*17248 Sandgate Place*) is a homeowner in the Dunes subdivision and opposed to the STR application having purchased their home specifically because the Association did not allow STRs; believes the STR application is inconsistent with the nature of the neighborhood and would change the character of the community.
- ✓ Tamara Cook Smith (*10589 Lakeshore Drive*) is a granddaughter to the original family that owned and developed the property; owns the parcel directly west of the subject property; notes that the deed restrictions requires the owner to accompany any guest to the shared beach; believes an STR would change the character of the existing beach community; acknowledged that the previous owner did rent on a very limited basis in order to pay property taxes as opposed to a commercial venture.
- ✓ Judy Bregman (*17262 Sandgate Place*) is opposed to the STR application and is concerned it would set a precedent for other STRs in the neighborhood; notes that the property has legal access to the shared beach; and opined that the property was not meant to be used as a commercial enterprise.

Trustee Redick noted that he is not supportive of the STR application because this STR would be not meet at least two of the three C's (*i.e., consistency, compatibility, and capability*) that apply to rezoning requests, nor with at least two of the criteria that the Township has developed to specifically evaluate STR rezoning. Moreover, this STR application is an outlier from previously approved STR applications. Specifically:

1. Although this neighborhood is not a platted subdivision, the property functions as part of a traditional residential neighborhood, and was designed and developed as such, despite the tract not being recorded. Allowing an STR in this neighborhood would be incompatible with the use and character of the other residential lots in this same neighborhood, which are governed by Homeowner Associations and/or bylaws that completely prohibit STRs.
2. The STR overlay map, when it was originally created by the Township, made a purposeful distinction between the large lots and tracts immediately to the north and south of this neighborhood, where STRs were permitted vs. the small-lot development in this unique neighborhood, where STRs would be prohibited.

Allowing an STR on the subject property would be inconsistent with this purposeful master planning scheme.

3. Without exception, every lot owner from the surrounding neighborhood who spoke, during public comment periods, uniformly opposed STRs in the neighborhood, and specifically opposed them on the subject property.
4. The subject property is not adjacent to Lake Michigan.
5. The subject property has legal deeded access to the community beach that serves this neighborhood. Whether or not the owner of the subject property intends to attempt to prohibit renter access to the community beach by a set of renter rules, it is likely that short-term renters would nonetheless access and use the community beach, because they typically do not read nor comply with such rules. Nor would such short-term renters likely know or be invested in complying with the community beach rules that have been developed by this neighborhood for the protection of its permanent residents. Such use of a private community beach by transient renters would undoubtedly create conflicts with the permanent residents of the neighborhood, who should not have to share the beach with literal strangers every week. Trustee Redick has specifically encountered these types of conflicts, when his family had previously rented an STR on an inland lake that had shared access to a community beach.
6. In illustration of the above problem, the property previously advertised the subject property as having short-term renter access to the community beach; and, during the Township-review process, the applicant inaccurately stated to the Township that the subject property did not have lawful access to the community beach.

Supervisor Reenders noted that he drove the neighborhood and agrees that many of the existing lots are fairly small/compact. An STR would change the character of this neighborhood and he agrees with the concerns raised previously by Trustee Redick.

Trustee Behm agrees with the concerns raised by Trustee Redick and is not supportive of the STR application.

**Motion** by Redick supported by Behm to deny the Zoning Map Amendment Ordinance for the rezoning application of 10615 Lakeshore Dr. to be included in the Short-Term Rental Overlay Zone because the application does not meet the standards of the Zoning Ordinance for reasons previously delineated. **Which motion carried**, as indicated by the following roll call vote:

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

2. Trustee Meeusen stated that he was not comfortable with the General Fund fund balance level because it was well above the Board minimum level. Cargo noted that the excess General Fund fund balance is used to fund capital projects (*e.g., park projects, roads, pathways, etc.*) as opposed to bonding or seeking additional millages from the voters. That said, staff will provide three options regarding the General Fund

millage for FY2024 during the Truth-in-Taxation hearing.

**Motion** by Redick supported by Wagenmaker to approve Resolution 23-08-02 that schedules the “Truth in Taxation” Public Hearing for September 11<sup>th</sup> and proposes the additional millage rate of 0.2668 mills for a proposed total of 6.0322 mills, which that includes 1.25 debt mills. **Which motion carried**, as indicated by the following roll call vote:

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

3. **Motion** by Meeusen supported by Wagenmaker to approve Resolution 23-08-03 that adopts the Pre-Budget Policies budget amendments for fiscal year 2023. **Which motion carried**, as indicated by the following roll call vote:

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

## VII. NEW BUSINESS

1. Trustee Wagenmaker noted that he preferred a specific time for park closing as opposed to “dusk” since many residents may not know when dusk occurs. Supervisor Reenders noted that “dusk” is used in state hunting laws and Public Services Director Chappell noted that “dusk” is also utilized by Ottawa County Parks.

**Motion** by Larsen supported by Behm to postpone further action on the proposed amendments to the Parks Rules and Regulations Ordinance that changes closing times from 10:00 p.m. to dusk and requiring all pets to be leashed in those parks that allow pets. This is a first reading. **Which motion carried.**

2. **Motion** by Meeusen supported by Wagenmaker to approve the low bid of \$90,838 from Weick Bros, Inc. for the 152<sup>nd</sup> retaining wall replacement project and authorize the public services director to execute the necessary contract documents. **Which motion carried.**

## VIII. REPORTS AND CORESPONDENCE

1. Committee Reports
  - Trustee Redick noted that NORA Committee learned that United Way of Ottawa County has merged with Kent/Allegan United Way due to fiscal concerns and that NORA will no longer be receiving any funds. Further Robinson Township may withdraw from NORA prior to July of 2025 and a new millage vote could occur in August of 2026.
2. Manager’s Report
3. Other

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

1. Kelly Peterson (*13726 Forest Park Drive*) wants to amend the Zoning Ordinance to allow the raising of chickens in subdivisions. The Board referred this matter to staff and the Planning Commission.

X. ADJOURNMENT

**Motion** by Larsen and seconded by Behm to adjourn the meeting at 8:25 p.m. **Which motion carried**

Respectfully Submitted,

Laurie Larsen  
Grand Haven Charter Township Clerk

Mark Reenders  
Grand Haven Charter Township Supervisor



## Deputy Treasurer

DATE: September 11, 2023  
 TO: Township Board  
 FROM: Ashley Larrison  
 RE: Truth in Taxation - Public Hearing

At the last Township Board meeting, the “Truth in Taxation” hearing was scheduled for Monday, September 11<sup>th</sup>.

As you will recall, Grand Haven Charter Township’s taxable value increased by 8.15% and the rate of inflation was only 7.9%. This caused a “Headlee reduction” (*of 1.000*) to be applied to the 2023 millage rates.

Under the requirements of MCL Section 211.24e, a taxing unit may not generate more revenue than it generated in the prior year unless it holds a “Truth in Taxation” public hearing. As part of the budget process, the Board needs to set the property tax millage rate to help support the coming year budget.

As stated in the “*Notice of Public Hearing on Increasing Property Taxes*” published August 29<sup>th</sup> in the Grand Haven Tribune, the Board of Trustees of Grand Haven Charter Township will hold a public hearing on a proposed increase of an additional operating revenue which will be 8.15% (or \$375,779) over the amount levied in 2022.

The following is a breakdown of the proposed allowable 2023 Millage rates and the tax dollars generated.

Millage Levy	2022 Millage	2023 Proposed Millage with Headlee reduction applied	2022 Tax Dollars Generated	2023 Tax Dollars proposed to be generated
Township Operating	1.0221	1.0221	\$985,063	\$1,065,378
Fire/Rescue Operating	1.9000	1.9000	\$1,831,151	\$1,980,450
Transportation	0.9408	0.9408	\$906,709	\$980,635
Bike Path	0.4287	0.4287	\$413,165	\$446,852
Fire Debt	-----	0.9000	0	\$867,387
Parks Debt	0.3500	0.3500	\$337,317	\$364,820
<b>Township Subtotal</b>	<b>4.6416</b>	<b>5.5416</b>	<b>\$4,473,405</b>	<b>\$5,705,522</b>
Museum	0.2430	0.2430	\$234,195	\$253,289
(NOCA)Four Pointes	0.2476	0.2476	\$238,628	\$258,084
<b>Grand Total</b>	<b>5.1322</b>	<b>6.0322</b>	<b>\$4,946,228</b>	<b>\$6,216,895</b>

## **What does this mean for Grand Haven Charter Township Taxpayers?**

The Township portion of the proposed millage rate is 5.5416 mills (*which includes the parks debt millage and the recently voted fire debt millage*). This is an increase of 0.9000 mills over the Township's portion of the winter tax millage – **due to the passage of the Fire Debt millage**.

The overall taxable value of the Township has increased 8.15% which means that a \$350,000 (\$175,000 T.V.) home in 2022 will be valued at \$367,500 (\$183,750 T.V.) in 2023.

Regarding the Township's General Fund Operating millage, the homeowner will pay approximately **\$8.94 more**↑ on the Winter Taxes this year than in December of 2022. However, because of the size of the Township's total TV, the growth to the General Fund will be **\$80,315** – which is slightly above the rate of inflation.

Attached, you will find the resolution to adopt after the public hearing which establishes the actual millage rate levied by the Township and authorizes the Supervisor and Clerk to sign the attached L-4029 2023 Tax Rate Request.

Per the direction of Manager Cargo, the Township Board is offered three (3) options with regard to the General Fund Operating millage:

- ✓ **Option #1** – The General Fund Operating millage can remain at **1.0221** (*which is the maximum amount allowed with the public hearing and the same amount as levied in 2023*) which will allow for the collection of about \$1.06 million.
- ✓ **Option #2** – The General Fund Operating millage can be reduced to **0.9651** (*which is the amount allowed without the public hearing*) which allows for the collection of about \$1 million. This would “save” the aforementioned resident of a \$367,500 home \$10.47
- ✓ **Option #3** – The General Fund Operating millage can be reduced to **0.9936** (*which is the mid-point between the previous two options*) which allows for the collection of about \$1.03 million. This would “save” the aforementioned resident of a \$367,500 home \$5.24.

If approved, the following motion can be offered:

**Move to Adopt Resolution No. 23-09-01 approving the levy of an additional allowable millage rate of 0.2668 (insert 0.2098 if option #2 is selected or 0.2383 if option #3 is selected) and authorizing Supervisor Reenders and Clerk Larsen to sign the L-4029 2023 Tax Rate Request.**

If there are any questions or comments regarding the above, please contact me.

**RESOLUTION # 23-09-01**

WHEREAS, the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, held a public hearing on September 11, 2023 to receive testimony and public comments on the issue of whether or not to levy an "additional millage rate" of 0.2668 mills, pursuant to the Resolution of the Township Board, dated August, 28 2023; and

WHEREAS, the Township Board's resolution of August 28, 2023 was duly published by the Township Clerk in accordance with the requirements of the Truth in Taxation Law; and

WHEREAS, it appears to be in the best interest of the Township to levy an additional millage rate of 0.2668 mills.

NOW, THEREFORE, be it hereby resolved that the Township Board of Grand Haven Charter Township, Ottawa County, Michigan does hereby approve the levy of an additional millage rate of 0.2668 mills, pursuant to the requirements of the Truth in Taxation Law and does hereby establish the 2023 Grand Haven Charter Township millage rate as follows:

1. Allocated, Operating Millage – 1.0221;
2. Voted, Museum – .2430;
3. Voted, Council on Aging – .2476;
4. Voted, Fire Rescue – 1.9000;
5. Voted, Transportation – .9408;
6. Voted, Bike Path –.4287;
7. Debt, Parks - .3500; AND
8. Debt, Fire- .9000

and as delineated on the attached L-4029 2023 Tax Rate Request Form, pursuant to the requirements of State law, and instructs Supervisor Reenders and Clerk Larsen to sign the aforementioned form.

AYES:

NAYS:

ABSENT AND NOT VOTING:

RESOLUTION DECLARED ADOPTED.

Dated: September 11<sup>th</sup>, 2023

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Laurie Larsen, Township Clerk

**CERTIFICATE**

I, the undersigned, duly qualified and acting Township Clerk of the Charter Township of Grand Haven, 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 the 11<sup>th</sup> day of September 2023. I 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 by said act.

Dated: September 11<sup>th</sup>, 2023

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

**2023 Tax Rate Request (This form must be completed and submitted on or before September 30, 2023)**

**MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

Carefully read the instructions on page 2.

County(ies) Where the Local Government Unit Levies Taxes <b>Ottawa</b>	2023 Taxable Value of ALL Properties in the Unit as of 5-22-2023 <b>1,042,342,038</b>
Local Government Unit Requesting Millage Levy <b>Grand Haven Charter Township</b>	

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2023 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2023 Current Year "Headlee" Millage Reduction Fraction	(7) 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
ALLOC	Operating	11/6/18	1.0510	1.0221	1.0000	1.0221	1.0000	1.0221	1.0221	1.0221	12/31/28
VOTED	Museum	08/7/18	0.25000	0.2430	1.0000	0.2430	1.0000	0.2430	0.2430	0.2430	12/31/24
VOTED	Aging Council	5/4/21	0.2500	0.2476	1.0000	0.2476	1.0000	0.2476	0.2476	0.2476	12/31/24
VOTED	Fire/Rescue	5/3/22	1.9000	1.9000	1.0000	1.9000	1.0000	1.9000	1.9000	1.9000	12/31/26
VOTED	Transportation	05/4/21	0.9500	0.9408	1.0000	0.9408	1.0000	0.9408	0.9408	0.9408	12/31/26
VOTED	Bike Path	11/8/16	0.4500	0.4287	1.0000	0.4287	1.0000	0.4287	0.4287	0.4287	12/31/35
VOTED	Debt-parks	5/4/21	N.A	N.A	N.A	N.A.	1.0000	N.A.	N.A.	0.3500	
VOTED	Debt-Fire	5/4/23	N.A.	N.A	N.A	N.A		N.A	N.A	0.9000	

Prepared by	Telephone Number	Title of Preparer	Date
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**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President			

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

\*\* IMPORTANT: See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2023 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

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ALLOC	Operating	11/6/18	1.0510	1.0221	1.0000	1.0221	1.0000	1.0221		0.9651	12/31/28
VOTED	Museum	08/7/18	0.25000	0.2430	1.0000	0.2430	1.0000	0.2430		0.2430	12/31/24
VOTED	Aging Council	5/4/21	0.2500	0.2476	1.0000	0.2476	1.0000	0.2476		0.2476	12/31/24
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VOTED	Debt-parks	5/4/21	N.A	N.A	N.A	N.A.	1.0000			0.3500	
VOTED	Debt-Fire	5/4/23	N.A.	N.A	N.A	N.A				0.9000	

Prepared by \_\_\_\_\_ Telephone Number \_\_\_\_\_ Title of Preparer \_\_\_\_\_ Date \_\_\_\_\_

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For Commercial Personal	
For all Other	

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Local Government Unit Requesting Millage Levy <b>Grand Haven Charter Township</b>	For LOCAL School Districts: 2023 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

**This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2023 tax roll.**

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VOTED	Debt-Fire	5/4/23	N.A.	N.A	N.A	N.A				0.9000	

Prepared by \_\_\_\_\_ Telephone Number \_\_\_\_\_ Title of Preparer \_\_\_\_\_ Date \_\_\_\_\_

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Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)  
Rate

For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal  
Rate

For Commercial Personal  
Rate

For all Other  
Rate

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

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# MANAGER'S MEMO

DATE: September 7, 2023  
 TO: Township Board  
 FROM: Bill  
 SUBJECT: 2024 Fiscal Year Budget Policies

***OVERVIEW OF SCHEDULE:***

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

However, because the Winter Taxes are mailed to residents on **December 1<sup>st</sup>** and because the Winter Taxes contain special assessments that are approved through the Budget Resolution; the final draft of the FY2024 budget is scheduled to be approved at the **November 27<sup>th</sup> Board meeting**.

The review of the FY 2024 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 2024 Fiscal Year budget is as follows:

Date	Activity
<del>08-28</del>	<del>Schedule Truth-in-Taxation Public Hearing</del>
09-11	Superintendent provides detailed budget assumptions and policies memorandum to the Board for approval
09-11	Truth-in-Taxation Public Hearing
09-19	Superintendent holds informational meeting for department directors
09-20 to 10-06	Department heads submit proposed revenue and expenditure plans to Superintendent and/or Finance Director
10-23 to 11-03	Superintendent meets with department directors to review budget
11-09	Superintendent submits proposed line-item budget to the Township Board
11-13	SAD Hearing held by Township Board
11-15	Township Board reviews line-item budget at a special work session
11-27	Truth-in-Budgeting Public Hearing held by Township Board
11-27	General Appropriations Act adopted by Township Board

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## ***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 2024 Fiscal Year budget assumptions and policies memorandum that provides detailed direction regarding the budget. (*Work on the FY 2024 budget began in July at the staff level.*)

**In brief, the FY2024 budget will have numerous significant capital construction projects (e.g., new Fire/Rescue station; third water transmission line; DDA Buchanan Street/US-31 watermain, pathway re-surfacing, etc.) and will be the LARGEST Township Budget, utilizing cash reserves to present a balanced budget while maintaining health fund balances.**

The budget assumptions for the FY 2024 that will impact the **revenue** side of the budget equation include the following:

- ✓ The **United States** has experienced “turbulent times” in terms of the economy these past three (3) years with the economy on a roller coaster reacting to the COVID-19 pandemic, inflation, federal interest rate hikes, recession fears, and, now, hopes of a soft landing.

That said, a consensus has emerged among economists that forecasts that many parts of the economy will gradually buckle under mounting headwinds later this year, leading to a very short and shallow recession. The result is that real growth will slow to 1.9% for the remainder of 2023, and then fall to 0.5 percent in 2024.

Although inflation has dropped to around 3% – which is a significant improvement compared to the 8% figure from last 2022 – the Feds 2% target will not be reached until late 2024 and there will be short-term upward↑ spikes of inflation.

Fortunately, the impact of a “short and shallow” recession on the Township’s FY2024 budget should not be significant ... especially with inflation staying at the 3±% level.

- ✓ **State shared revenues** (*constitutional and statutory*) are estimated at about \$2.03 million for FY2024 – with about \$1.97 in constitutional and \$0.06 in statutory revenue sharing. This will be about a **5% increase↑** (*or about \$110k more↑ than FY 2023*).
- ✓ A “**Truth in Taxation**” hearing will be held on **September 11<sup>th</sup>**.
- ✓ The FY 2023 **Taxable Value** (TV) of the Township has increased↑ by about **8.2%** or **\$79 million** to the current estimate of about **\$1.04 billion**. (*The SEV for the Township exceeds \$1.37 billion.*) About \$31 million (*or 39%*) of this \$79 million increase is related to the inflation factor imposed by the State of Michigan, which leaves about \$48 million (*or 61%*) related to other factors – such as new construction, additions, or “uncapping”.
- ✓ The Taxable Value of the **Downtown Development Authority** (DDA) is estimated at about

**\$127.7** million. TIF revenues will be collected based upon the increase of the 2023 taxable values over the 1998 taxable values (*and the increase in 2023 taxable values over the 2021 taxable values for the newly added land*), should collect about **\$890k**.

- ✓ The **General Operating millage** will generate about **\$978k** 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 2024 revenue loss is estimated at \$8.8k for the General Fund; \$16k for the Fire/Rescue Fund; \$3.7k for the Pathway Fund; \$3k for the Park Debt; \$7.7k for the Fire Debt and, \$2.9k 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 **\$1.82 million** in revenues, after the “capture” of the tax increment revenues by the DDA.
- ✓ The **Fire Station Debt millage** will generate about **\$940k** in revenues. (*This will be sufficient to cover the debt payments at about \$784k and provide about \$156k in reserves.*)
- ✓ The **Pathway millage** will generate about **\$410k** in revenues, after the “capture” of the tax increment revenues by the DDA. (*This will be sufficient to cover the debt payments at about \$308k and provide about \$102k for maintenance, which will be in addition to GF monies.*)
- ✓ The **Parks Debt millage** will generate **\$366** in revenues. (*This will be sufficient monies to fund the FY2024 bond payments of about \$350k.*)
- ✓ The **Streets millage** will generate about **\$901k** 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 \$569k – after DDA capture – and provide about \$332k – 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 **\$560k**.
- ✓ **Construction** estimates in the Township for 2024 indicate that there will be about **700 construction permits** with revenues being about **\$360k**. (*This does not include plumbing, electrical or mechanical fees, which adds about \$175k.*) Building permits estimate about:
  - 50 single family homes or condominium units
  - 100 apartment units
  - 15 commercial/industrial (*including alterations*)
  - 15 accessory buildings
  - 20 additions
  - 50 residential alterations
  - 50 decks
  - 190 re-roofing

- 60 re-siding, window and/or door replacements
  - 35 basement finishes
  - 35 swimming pools/hot tubs
  - 7 manufactured or “mobile” homes
- ✓ **American Rescue Plan Act (ARPA)** monies (*i.e., a total of about \$967k million remaining*) must be obligated by the Township no later than **December 31, 2024**. However, if the ARPA monies are obligated before the end of the end of FY2023, the Township will receive an additional 1% in statutory State Shared revenues in FY2024 (*i.e., about 7k*).
- ✓ **Millage rates** for the Township's various Funds will be **5.5416 mills** and divided among the various funds as noted below:
- 1.0221 mills for the **General Fund** (*which is a 0% millage increase*) that will raise about \$1.06 million (*before DDA capture*);
  - 1.9000 mills for the **Fire/Rescue Fund** (*which is a 0% millage increase*) that will raise about \$1.98 million (*before DDA capture*);
  - 0.9408 mills for the **Transportation Fund** (*which is a 0% millage increase*) that will raise about \$981k (*before DDA capture*);
  - 0.4287 mills for the **Pathway Fund** (*which is a 0% millage increase*) which will raise about \$447k (*before DDA capture*);
  - 0.9000 mills for **Fire Station Debt** that will raise about \$940k; and,
  - 0.3500 mills for **Parks Debt Fund** that will raise about \$366k.
- ✓ **Administrative fees** paid to the General Fund will be about equal during FY 2024.
- ✓ **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 60 new water connections and 40 new sewer connections.
- ✓ All other fees and charges will be unchanged for FY 2024.

The fund balance or cash reserves of the Township's fourteen (14) Funds at the end of FY 2023 will remain strong with the following estimates based upon the most recent budget amendments:

1. General Fund <u>undesignated</u> fund balance	= \$ 1,960,455
General Fund <u>designated</u> fund balance	= \$ 1,100,000 <sup>1</sup>
2. Municipal Street Fund fund balance	= \$ 120,201
3. Fire/Rescue Fund fund balance	= \$ 853,546
4. Police Services SAD Fund fund balance	= \$ 238,407
5. DDA Fund fund balance	= \$ 3,254,445
6. ARPA Fund fund balance	= \$ 966,680 <sup>2</sup>
7. Parks Debt Fund fund balance	= \$ 69,806

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<sup>1</sup> Designated GF fund balance for Park projects, rural broadband, and spongy moth control.

<sup>2</sup> These ARPA monies (which include the deferred revenues) must be spent or obligated before 12/31/24; however, to receive a 1% increase in statutory State Shared Revenue (*i.e., about \$7k*) the Township must obligate all ARPA monies prior to 12/31/23.

8. Fire Station Construction Fund fund balance	= \$10,626,540
9. Pathway Debt Fund fund balance	= \$ 3
10. Pathway Fund fund balance	= \$ 150,832
11. Parks Construction Fund fund balance	= \$ 366,010
12. Sewer Fund cash reserves	= \$ 1,384,686
13. Water Fund cash reserves	= \$ 4,719,230
14. Information Technologies Fund fund balance	= \$ 61,252
15. OPEB Trust Fund fund balance	= \$ 177,628
<b>GRAND TOTAL</b>	<b>= \$26,049,721</b>

These fund balance numbers will be adjusted at least one more time during FY2023 due to budget amendments that will be proposed in November.

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***BUDGET ASSUMPTIONS – EXPENDITURES:***

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

**First**, there numerous capital construction projects in FY2024 – (e.g., the third transmission main/meter station project at \$6± million; the proposed Fire/Rescue station at \$9± million; and the DDA's US-31/Buchanan Street watermain project at \$2± million.)

**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 2023 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). The most recent information from the United States Bureau of Labor Statistics, based on the percent changes of the Chained Consumer Price Index or C-CPI-U for the previous twelve months ending on July 30<sup>th</sup> indicates a rate of **3.2%**.

*(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, 2023 – that currently provides the union members the same cost-of-living adjustment as the Board accords to non-union Township employees. (*Contract talks with Local 4476 regarding a new collective bargaining agreement recently began and should not be contentious.*)

**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, assuming that 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 9% and 12% 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 3% to 5%.
- Disability and Life insurances are expected to increase↑ by 2% to 5%.
- Liability insurance (*e.g., building and grounds, vehicle, employee bonding and liability, etc.*) are expected to increase↑ a minimal amount – even with the additional park improvements.
- Workers Compensation insurance costs are expected to increase↑ by 2% to 5%.

**Sixth**, the staffing level at the Township will remain level, although there may be a promotion of a supervisor to a department director.

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***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 2024 budget.

**General Fund:**

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

Legislative:

- Normal operations.

Supervisor:

- Normal operations.

Elections:

- Normal operation with four (4) elections including:
  - ✓ Presidential Primary Election (*February 27<sup>th</sup> or March 12<sup>th</sup>*)
  - ✓ Special School Millage Election (*May 7<sup>th</sup>*)
  - ✓ Primary Election (*August 6<sup>th</sup>*)
  - ✓ General Election (*November 5<sup>th</sup>*)

Finance:

- Normal Operations.

Assessing:

- Normal operations, except for the following:
  - ✓ \$70k for the third year of the assessing contract with Property Assessment Solutions.

Clerk:

- Normal operations.

Board of Review:

- Normal operations.

Administrative:

- Normal operations.

Treasurer:

- Normal operations.

Building and Grounds:

- Normal operations.

Cemetery:

- Normal operations, except for the following:
  - ✓ \$30k to replace 2002 mower.

Community Development:

- Normal operations.

Road Construction:

- \$500k 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:

- \$160k\* 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. Although this initially was projected to be a five-year project; the amount of attention that that Water Resources Commission staff and Township staff can offer has been very limited. Ultimately, 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 - Payments are high↑ and will continue to rise↑ with the upcoming Grand Oaks #3 drain project that is estimated at \$1 million, funded with a 20-year bond – with about \$400k being the responsibility of the Township.)*

Parks:

- Normal operations with the following projects\*:
  - ✓ \$15k – concrete parking “bumpers” for Schmidt Heritage Park and Hofma Preserve
  - ✓ \$50k – ten soccer goals/nets & four lacrosse goals/nets for Schmidt Heritage Park

*(\*Note - The Parks and Recreation Committee may request additional projects.)*

Planning Commission:

- Normal operations.

Zoning Board of Appeals:

- Normal operations.

General Fund Appropriation Transfers:

- \$500k to Transportation Fund;
- \$675k 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 2023 (i.e., about 0.6 mills or about \$528k to Harbor Transit and 0.35 mills or about \$310k for street maintenance) and a \$500k 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 – The OCRC will be resurfacing Lincoln Street from Lakeshore Drive to US-31 + 2' paved shoulders at a cost of*

*about \$1.2 million; but, no Township funds are being requested.)*

The total spent by the Township on road maintenance in FY 2024 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 2024, which is an average of about 4.25 calls per day.

The Fire/Rescue Fund will have very few capital expenditure budget in FY2024; but, will include \$30k for equipping of the new rescue vehicle - 1071.

Further, \$25k will be budgeted to purchase six new sets of fire gear.

#### **Police Services SAD Fund:**

The annual expenditures should remain similar to FY2023 ... at about \$580k\*.

*(\*Note – The COPS bathroom renovation project will be included as an “alternative” in the Fire/Rescue Station construction bid. If the price is deemed reasonable, this project will be completed at an estimated cost of \$30k±.)*

#### **DDA Fund:**

The DDA will collect about **\$1.05 million** in revenues – mostly in the form of Tax Increment Finance (TIF) monies (*i.e., about \$890k*) – with about \$2.05 million in expenditures.

More specifically, there will be one major capital project – a watermain bore and jack of US-31 and railroad at Buchanan Street with paving to 160<sup>th</sup> Avenue at a total cost of about \$1.88 million with professional fees of \$136k in FY2024 and \$115k in FY2023.

It is expected that the DDA Fund will have about \$2.25 million in cash reserves at the end of FY 2024 that will allow for another major capital improvement project in FY2025.

#### **American Rescue Plan Act (ARPA) Fund:**

Of the remaining **\$1,514,841** (*plus any earned interest*) of ARPA monies, the funds will be appropriated as follows:

- 75% (*i.e., about \$1.14 million*) be expended in the Water Fund to offset the cost of the proposed FY 2024 third transmission main and meter station project – which has a total estimated project cost of about \$5.85 million.
- 25% (*i.e., about \$378k*) be expended as matching monies for the Ottawa County broadband project designed to construct the “middle mile” (*i.e., middle mile is the physical fiber optic infrastructure needed to enable broadband internet connectivity*).\*

*(\*Note – these ARPA monies must be spent or obligated before December 31, 2024. However, to receive a 1% increase in statutory State Shared Revenue (*i.e., about \$7k*) the Township must obligate all ARPA monies prior to December 31, 2023. Therefore, the Township staff will likely recommend projects other than broadband to obligate the ARPA Funds and designate \$378 of the General Fund fund balance for broadband projects.)*

**Parks Debt Fund:**

The debt millage rate remains at 0.35 mills – and the Fund will pay the scheduled debt payment of about **\$350k**.

**Pathway Fund & Pathway Debt Fund:**

Normal operations (*e.g., sweeping, snow plowing, etc.*) except for the following:

- \$308k for bond payments; and,
- \$776k for resurfacing the Lakeshore pathway from Buchanan Street to the Little Pigeon Boardwalk. (*In addition, there will be professional fees of \$69k in FY2024 and \$37k in FY2023.*)

**Fire Station Construction Fund:**

This is a new Fund and most of the costs for the Fire/Rescue Station construction will occur in FY2024; but about **\$610k** in professional fees and **\$250k** in capital/equipment costs will be expended in FY2023.

The remaining bond monies should be expended in FY2024 mostly for construction/capital costs of about **\$10.5 million** with about **\$1 million** in professional fees.

**Fire Station Deb Fund:**

This is a new Fund that will make debt payments for the next 20-years. The debt millage starts at 0.9 mills and will generate about \$940k in revenues. (*This will be sufficient to cover the debt payments at about \$784k and provide about \$156k in reserves.*)

**Parks Construction Fund:**

Both the Schmidt Heritage Park construction project and the Hofma Park/Preserve MNRTF development project are complete. There are no capital projects planned for this Fund in 2024. That said, about **\$366k** remains in the Fund for future projects or capital purchases that may be determined as needed by the Board.

**Sewer Fund:**

Normal operations.\*

(\*Note – there could be some sections of force main on Ferris Street and/or US-31 replaced if it is determined that any sections have been significantly eroded by acidic sewer gases.)

**Water Fund:**

Normal operations, except for the following:

- Capital construction for Transmission Main No. 3 and Meter Station at a total construction cost of \$5.85 million (*including professional fees of \$365k in FY2024 and \$275k in FY2023; Meter Station land purchase of \$132k plus \$15k in professional fees in FY2023*). This project will be funded with \$1.14 million in ARPA monies; \$1.21 million in Water Fund cash reserves; and, \$3.5 million in bond monies sold in FY2024. (*It is noted that some appurtenances – e.g., specialty valves, etc. – and pipes will be ordered in FY2023; but delivery is not expected until FY2024 due to supply chain issues.*)

**Information Technology Fund:**

Normal operations – including minor replacements – with the one following capital project:

- \$28k to replace the current VoIP phone system (*i.e., migrate from a Linux version to a Windows version that could be supported by Rehmann*) which includes replacing 60 phones and one server with a Yealink® Prime Business Phone system.

The majority of 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 4 covered retirees/spouses under the General Fund and 7 covered employees/spouses under the Fire Fund portion.

The OPEB Fund fund balance will be about \$179k at the end of FY2024.

If the Board is satisfied with the budget priorities outlined within this **11-page** Budget Policies Memoranda – understanding that the “*devil is in the details*” – the following motion can be offered:

**Move to adopt the 2024 detailed budget assumptions and policies as delineated by the Superintendent within the September 7<sup>th</sup> memorandum and to instruct the Superintendent to proceed with completion of a 2024 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.



## Public Services Memo

DATE: September 7, 2023

TO: Township Board

FROM: Chappell

RE: Park Rules & Regulations Amendment - Second Reading

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During the Parks and Recreation Committee meeting held on Wednesday, August 9<sup>th</sup>, a recommendation was presented to (1) amend the parks hours of operation; and (2) to require pets to be leashed within those parks that allow pets.

In brief, the first request would change the hours of operation for all parks from opening at 8:00 a.m. and closing at 10:00 p.m. to opening at **8:00 a.m.** and closing at **dusk**. Because it is fully dark by 10:00 p.m. for much of the year, this change to close the park at dusk was unanimously approved by the Parks and Recreation Committee members – i.e., **5 – 0**.

Staff note that “dusk” is formally tracked, and, for example, dusk will occur at **8:56 p.m.** on Monday, August 28<sup>th</sup> – i.e., *the point when the sun is at 18 degrees below the horizon and there is no longer any sunlight in the sky*.

The second request presented was that **all pets must be leashed and held in control** within Township parks that allow pets, e.g., Hofma Park and Hofma Preserve. Because of numerous complaints of dogs running free in the Hofma Preserve and not being under control of their owner, this change was approved by a majority of the Parks and Recreation Committee members – i.e., **4 – 1**. Further, per the request of the Board, this was amended to limit the leash to no more than six-feet in length.

If the Board members agree with these proposed changes to the Park Rules and Regulations Ordinance, the following motion can be offered:

**Move to approve and adopt the proposed amendments to the Park Rules and Regulations Ordinance that change closing times from 10:00 p.m. to dusk and requiring all pets to be leashed in those parks that allow pets. This is a second reading.**

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

**PARK RULES AND REGULATIONS AMENDMENT ORDINANCE**  
**CHARTER TOWNSHIP OF GRAND HAVEN, MICHIGAN**  
**ord. no. \_\_\_\_\_ eff. \_\_\_\_\_**

An Ordinance to amend rules and regulations for the use and maintenance of places of recreation and for the government of Township Parks within the Charter Township of Grand Haven, Ottawa County, Michigan.

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

Section 1.     Hours of Operation. Section 4.1 of the Park Rules and Regulations Ordinance shall be restated in its entirety as follows.

1.     Occupy or use any portion of a Township Park or recreation area between the hours of dusk, considered as the darker part of twilight, and 8:00 a.m. the following day, unless in possession of a valid Type 1 Park Use Permit..

Section 2.     Pet Regulations. Section 4.8 of the Park Rules and Regulations Ordinance shall be restated in its entirety as follows.

8.     Allow a pet to run loose within any portion of a Township Park or recreation area. Pets are strictly prohibited from Mercury Park, Pottawattomie Park, and Schmidt Heritage Park, except that a pet may be transported in a vehicle in said parks if continuously enclosed within the vehicle. For the purpose of this Ordinance, the phrase "allow a pet to run loose" shall mean that the pet is not on a six (6) foot leash held and controlled by the person in custody of the pet.

Section 3.     Effective Date. This Ordinance was approved and adopted by the Township Board on \_\_\_\_\_, 2023, after introduction and a first reading on \_\_\_\_\_, 2023, and publication after such reading as required by Public Act 359 of 1947, as amended. This Ordinance shall be effective on \_\_\_\_\_, 2023, which date is at least 30 days after publication of this Ordinance.

\_\_\_\_\_  
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 Park Rules and Regulations Amendment Ordinance was adopted at a regular meeting of the Township Board held on \_\_\_\_\_, 2023. The following members of the Township Board were present at that meeting: \_\_\_\_\_

\_\_\_\_\_  
The following members of the Township Board were absent: \_\_\_\_\_. The Ordinance was adopted by the Township Board with members of the Board \_\_\_\_\_ voting in favor and \_\_\_\_\_ members of the Board voting in opposition. Notice of Adoption of the Ordinance was published in the *Grand Haven Tribune* on \_\_\_\_\_, 2023.

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



# SUPERINTENDENT'S MEMO

DATE: September 6, 2023

TO: Township Board

FROM: Bill Cargo & Andrea Sandoval

SUBJECT: Bond Proceeds – Water Transmission Main

As you may recall, during FY2024 the Township will construct a third water transmission main along Ferry Street (*i.e.*, 172<sup>nd</sup> Avenue) within the City of Grand Haven to ensure that an adequate water supply is provided to residents during periods of peak water usage. The engineer's cost estimate of this capital project is **\$5.85 million**.

The Township will be bonding for a portion of the capital cost through Ottawa County, with a Resolution of Intent to Bond being adopted at the September 25<sup>th</sup> Board meeting. However, prior to adopting the Resolution of Intent to Bond, staff need to confirm the amount of the bond and the other sources of revenue that will be utilized for the project.

It is noted that the Township Board has already agreed to utilize a portion of the American Rescue Plan Act (ARPA) monies for this project (*i.e.*, \$1.14 million). Further, staff note that the Water Fund's undesignated cash reserves will be approximately **\$4.72 million** as of December 31<sup>st</sup> (*with normal operations requiring about \$3 million annually*). Moreover, these cash reserves are increasing at a healthy rate of about \$800k to \$1 million annually.

That said, staff are recommending the following revenues sources for the Transmission Main #3 capital project:

✓	ARPA Funds	-- \$1.14 million
✓	Water Funds	-- \$1.21 million
✓	Bond Funds	-- \$3.50 million
	<b>TOTAL</b>	<b>-- \$5.85 million<sup>1</sup></b>

The reasons that a larger contribution from the Water Fund is not recommended and that a healthy cash reserve in the Water Fund be maintained include:

1. Because of the proposed DDA water project that would connect (or “loop”) the Hiawatha Grand Rapids water meter connection and US-31/M-45 Grand Rapids water meter connections at a cost of about \$3.2 million (*with the Water Fund responsible for about 50%*

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<sup>1</sup> The City of Grand Haven will be contributing an estimated \$250k to \$450k toward the project. However, these monies will be treated as reimbursements.

*of this particular DDA project) and the parallel requirement for a 250k gallon water tower at a cost of about \$1.1 million (plus the price of land), staff are reluctant to be too aggressive with regard to reducing↓ the Water Fund cash reserves. (It is noted that the State of Michigan – i.e., EGLE – is recommending that the Grand Rapids water distribution system within the Township be “looped”.)*

2. Because Transmission Main #3 will benefit both current and future users of the water system, it is appropriate to “balance” the revenue provided for the project from current rate payers (*i.e., Water Fund cash reserves*) and future rate payers (*i.e., bonded debt*).
3. Because of regulatory uncertainty regarding EGLE regarding chlorine disinfection byproducts that could require additional water treatment within the distribution systems.
4. Because of possible costs associated with secondary connections to the Grand Rapids water system to supplement the Nows water system.

If the Board agrees with the proposed distribution of monies to fund the estimated \$5.85 million capital cost of a third transmission main during FY2024, the following motion can be offered:

**Motion to approve the proposed use of ARPA monies, Water Fund cash reserves and bond monies to fund a third transmission main that is estimated to cost \$5.85 million and that will be constructed during FY2024.**

Please contact either Finance Director Sandoval or Cargo if you have any questions or concerns.



TO: Township Board  
FROM: Karen Sherwood, Assistant Manager/HR Director  
DATE: September 11, 2023  
RE: Waste Hauler

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Attached, please find a proposed resolution authorizing Anytime Junk Removal's application to operate within Grand Haven Charter Township. Their proposed fee is outlined below:

Container Size	Pickups Per Week	Rate
96 Gallon Trash	1	\$60 per Quarter
96 Gallon Recycle	Every Other Week	\$35 per Quarter

Anytime Junk Removal utilizes smaller vehicles along with trailers to allow them to pick up trash.

A copy of their application and supporting documentation is provided.

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

**Move to approve Resolution 23-09-02 approving a one-year license agreement with Anytime Junk Removal for waste collection and hauling services in Grand Haven Charter Township.**

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



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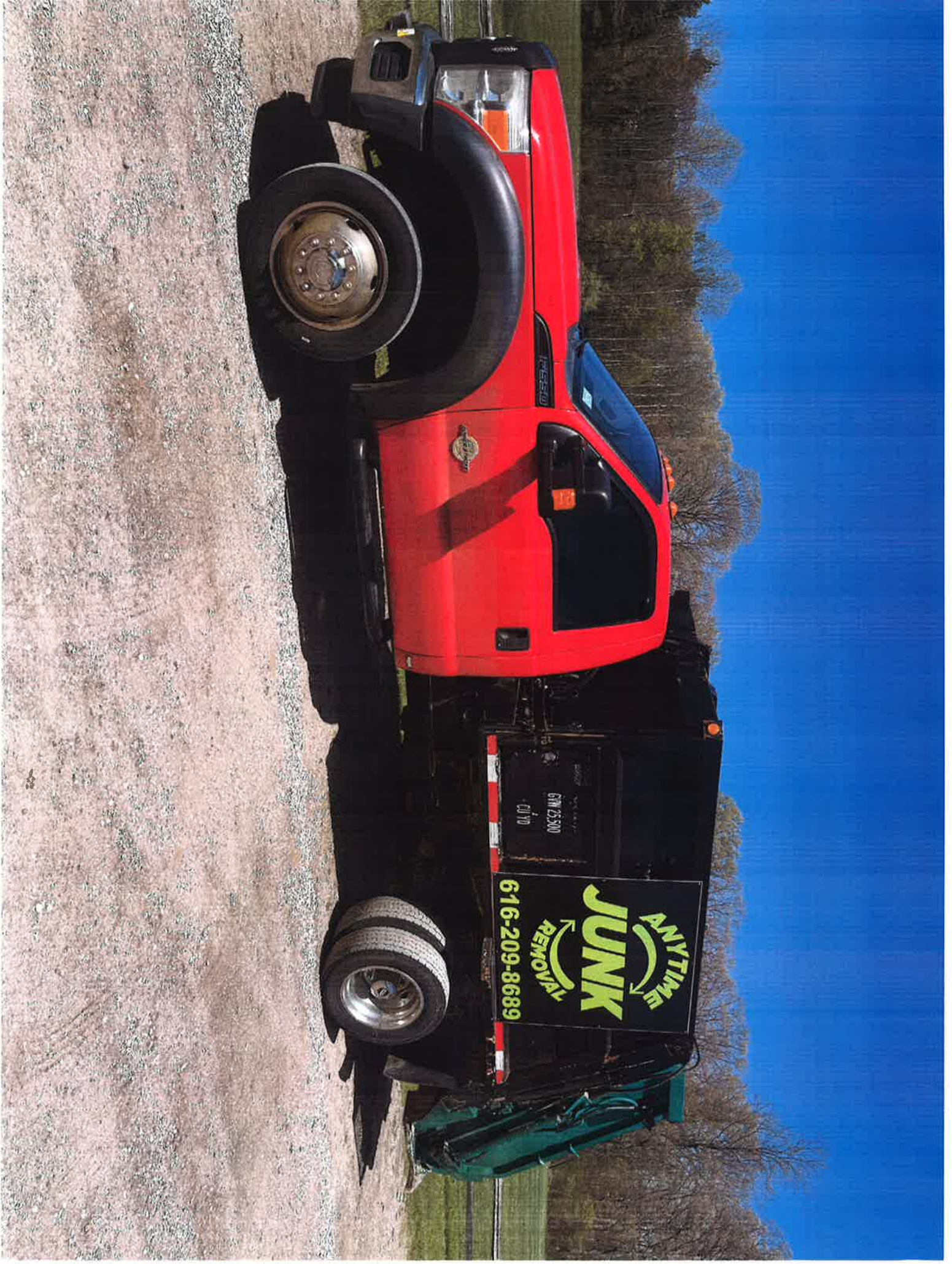
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ANYTIME  
JUNK  
REMOVAL

816-227-6533  
anytimejunk.com

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ANYTIME  
JUNK  
REMOVAL



**INVOICE**

OTTAWA COUNTY FARMS LANDFILL - 4042  
 PO BOX 932899  
 CLEVELAND, OH 44193  
 (616) 837-8195



**REPUBLIC  
SERVICES**

**Invoice Date** 08/31/2023  
**Invoice No** 4042-000042528  
**Customer No** 4-4042-0333461

**Page No** Page 1 of 3  
**Due Date** UPON RECEIPT

ANYTIME JUNK REMOVAL  
 12692 112TH AVE  
 GRAND HAVEN, MI 49417

**Current Charges** **Total Amount Due**  
\$1,613.11 \$1,613.11

**Please pay total amount due**

Billing Questions? Call (616) 837-8195

**Thank you for your business! Please be sure to remit payments to our lockbox address shown on the bottom of the invoice.**

Date	Code	Description	Reference	Rate	Quantity	Amount
8/16	CA	C&D	Y6-1127069	49.50	0.30 TN	\$49.50
8/16	CA	Contract: ANYTIME JUNK REMOVAL				
8/16	\1	FUEL RECOVERY FEE	SC435783	10.57	1.00	\$5.23
8/16	\1	(10.57% / Ticket )FUEL RECOVERY FEE				
8/17	CA	C&D	Y6-1127252	49.50	0.78 TN	\$49.50
8/17	CA	Contract: ANYTIME JUNK REMOVAL				
8/17	\1	FUEL RECOVERY FEE	SC435870	10.57	1.00	\$5.23
8/17	\1	(10.57% / Ticket )FUEL RECOVERY FEE				
8/18	CA	C&D	Y6-1127451	49.50	0.33 TN	\$49.50
8/18	CA	Contract: ANYTIME JUNK REMOVAL				
8/18	\1	FUEL RECOVERY FEE	SC436010	10.57	1.00	\$5.23
8/18	\1	(10.57% / Ticket )FUEL RECOVERY FEE				
8/18	CA	C&D	Y6-1127452	49.50	0.66 TN	\$49.50
8/18	CA	Reference: 2				
8/18	CA	Contract: ANYTIME JUNK REMOVAL				
8/18	\1	FUEL RECOVERY FEE	SC436011	10.57	1.00	\$5.23
8/18	\1	(10.57% / Ticket )FUEL RECOVERY FEE				
8/18	CA	C&D	Y6-1127571	49.50	1.11 TN	\$54.95
8/18	CA	Contract: ANYTIME JUNK REMOVAL				
8/18	\1	FUEL RECOVERY FEE	SC436081	10.57	1.00	\$5.81
8/18	\1	(10.57% / Ticket )FUEL RECOVERY FEE				
8/18	CA	C&D	Y6-1127584	49.50	1.72 TN	\$85.14
8/18	CA	Contract: ANYTIME JUNK REMOVAL				
8/18	\1	FUEL RECOVERY FEE	SC436087	10.57	1.00	\$9.00
8/18	\1	(10.57% / Ticket )FUEL RECOVERY FEE				
8/21	CA	C&D	Y6-1127751	49.50	0.95 TN	\$49.50
8/21	CA	Contract: ANYTIME JUNK REMOVAL				
8/21	\1	FUEL RECOVERY FEE	SC436155	10.57	1.00	\$5.23
8/21	\1	(10.57% / Ticket )FUEL RECOVERY FEE				
8/21	CA	C&D	Y6-1127785	49.50	1.48 TN	\$73.26
8/21	CA	Contract: ANYTIME JUNK REMOVAL				
8/21	\1	FUEL RECOVERY FEE	SC436169	10.57	1.00	\$7.74
8/21	\1	(10.57% / Ticket )FUEL RECOVERY FEE				
8/21	CA	C&D	Y6-1127820	49.50	1.47 TN	\$72.77
8/21	CA	Contract: ANYTIME JUNK REMOVAL				
8/21	\1	FUEL RECOVERY FEE	SC436193	10.57	1.00	\$7.69
8/21	\1	(10.57% / Ticket )FUEL RECOVERY FEE				
8/21	CA	C&D	Y6-1127850	49.50	0.34 TN	\$49.50
8/21	CA	Contract: ANYTIME JUNK REMOVAL				
8/21	\1	FUEL RECOVERY FEE	SC436203	10.57	1.00	\$5.23
8/21	\1	(10.57% / Ticket )FUEL RECOVERY FEE				
8/21	AA	MSW	Y6-1127855	61.60	0.65 TN	\$61.60
8/21	AA	Contract: ANYTIME JUNK REMOVAL				
8/21	\1	FUEL RECOVERY FEE	SC436207	10.57	1.00	\$6.51
8/21	\1	(10.57% / Ticket )FUEL RECOVERY FEE				

Date	Code	Description	Reference	Rate	Quantity	Amount
8/22	CA	C&D	Y6-1128255	49.50	0.88 TN	\$49.50
8/22	CA	Contract: ANYTIME JUNK REMOVAL				
8/22	Y1	FUEL RECOVERY FEE	SC436357	10.57	1.00	\$5.23
8/22	Y1	(10.57% / Ticket )FUEL RECOVERY FEE				
8/23	CA	C&D	Y6-1128384	49.50	0.70 TN	\$49.50
8/23	CA	Contract: ANYTIME JUNK REMOVAL				
8/23	Y1	FUEL RECOVERY FEE	SC436421	10.57	1.00	\$5.23
8/23	Y1	(10.57% / Ticket )FUEL RECOVERY FEE				
8/23	CA	C&D	Y6-1128440	49.50	0.56 TN	\$49.50
8/23	CA	Contract: ANYTIME JUNK REMOVAL				
8/23	Y1	FUEL RECOVERY FEE	SC436459	10.57	1.00	\$5.23
8/23	Y1	(10.57% / Ticket )FUEL RECOVERY FEE				
8/24	CA	C&D	Y6-1128728	49.50	0.68 TN	\$49.50
8/24	CA	Contract: ANYTIME JUNK REMOVAL				
8/24	Y1	FUEL RECOVERY FEE	SC436597	10.57	1.00	\$5.23
8/24	Y1	(10.57% / Ticket )FUEL RECOVERY FEE				
8/24	CA	C&D	Y6-1128773	49.50	0.50 TN	\$49.50
8/24	CA	Contract: ANYTIME JUNK REMOVAL				
8/24	Y1	FUEL RECOVERY FEE	SC436631	10.57	1.00	\$5.23
8/24	Y1	(10.57% / Ticket )FUEL RECOVERY FEE				
8/24	CA	C&D	Y6-1128801	49.50	1.33 TN	\$65.84
8/24	CA	Contract: ANYTIME JUNK REMOVAL				
8/24	Y1	FUEL RECOVERY FEE	SC436647	10.57	1.00	\$6.96
8/24	Y1	(10.57% / Ticket )FUEL RECOVERY FEE				
8/25	CA	C&D	Y6-1128928	49.50	0.58 TN	\$49.50
8/25	CA	Contract: ANYTIME JUNK REMOVAL				
8/25	Y1	FUEL RECOVERY FEE	SC436715	10.57	1.00	\$5.23
8/25	Y1	(10.57% / Ticket )FUEL RECOVERY FEE				
8/25	CA	C&D	Y6-1128935	49.50	1.90 TN	\$94.05
8/25	CA	Contract: ANYTIME JUNK REMOVAL				
8/25	Y1	FUEL RECOVERY FEE	SC436723	10.57	1.00	\$9.94
8/25	Y1	(10.57% / Ticket )FUEL RECOVERY FEE				
8/25	CA	C&D	Y6-1129085	49.50	0.83 TN	\$49.50
8/25	CA	Contract: ANYTIME JUNK REMOVAL				
8/25	Y1	FUEL RECOVERY FEE	SC436793	10.57	1.00	\$5.23
8/25	Y1	(10.57% / Ticket )FUEL RECOVERY FEE				
8/28	CA	C&D	Y6-1129292	49.50	1.32 TN	\$65.34
8/28	CA	Contract: ANYTIME JUNK REMOVAL				
8/28	Y1	FUEL RECOVERY FEE	SC436920	10.57	1.00	\$6.91
8/28	Y1	(10.57% / Ticket )FUEL RECOVERY FEE				
8/28	CA	C&D	Y6-1129341	49.50	1.57 TN	\$77.72
8/28	CA	Contract: ANYTIME JUNK REMOVAL				
8/28	Y1	FUEL RECOVERY FEE	SC436949	10.57	1.00	\$8.22
8/28	Y1	(10.57% / Ticket )FUEL RECOVERY FEE				
8/29	CA	C&D	Y6-1129552	49.50	0.87 TN	\$49.50
8/29	CA	Contract: ANYTIME JUNK REMOVAL				
8/29	Y1	FUEL RECOVERY FEE	SC437072	10.57	1.00	\$5.23
8/29	Y1	(10.57% / Ticket )FUEL RECOVERY FEE				
8/30	CA	C&D	Y6-1129894	49.50	0.60 TN	\$49.50
8/30	CA	Contract: ANYTIME JUNK REMOVAL				
8/30	Y1	FUEL RECOVERY FEE	SC437268	10.57	1.00	\$5.23
8/30	Y1	(10.57% / Ticket )FUEL RECOVERY FEE				

Date	Code	Description	Reference	Rate	Quantity	Amount
8/31	CA	C&D	Y6-1130278	49.50	1.08 TN	\$53.46
8/31	CA	Contract: ANYTIME JUNK REMOVAL				
8/31	Y1	FUEL RECOVERY FEE	SC437424	10.57	1.00	\$5.65
8/31	Y1	(10.57% / Ticket )FUEL RECOVERY FEE				
8/31	Z8	ADMINISTRATION FEE	SC437676	5.25	1.00	\$5.25
8/31	SS	ST OF MI SUR T at \$0.36/TN on 23.19		0.00		\$8.35

Material / Fee Summary

Y1	FUEL RECOVERY FEE	25.00	\$152.88
AA	MSW	0.65 TN	\$61.60
CA	C&D	22.54 TN	\$1,385.03
SS	ST OF MI SUR T at \$0.36/TN	23.19	\$8.35
Z8	ADMINISTRATION FEE	1.00	\$5.25

Current	31-60 Days	61-90 Days	Over 90 Days	Total Amount Due
\$1,613.11	\$0.00	\$0.00	\$0.00	\$1,613.11

**please return this portion below with your payment. Do not attach check stub.**



**REPUBLIC  
SERVICES**

OTTAWA COUNTY FARMS LANDFILL - 4042  
PO BOX 932899  
CLEVELAND, OH 44193  
(616) 837-8195

**Invoice Date** 08/31/2023  
**Invoice No** 4042-000042528  
**Customer No** 4-4042-0333461

Current Charges \$1,613.11  
**Total Amount Due** \$1,613.11

Amount Paid: \_\_\_\_\_

**Please write your account number on your check and make payable to:**

**Please Return Payment to:** OTTAWA COUNTY FARMS LANDFILL - 4042  
PO BOX 932899  
CLEVELAND, OH 44193

ANYTIME JUNK REMOVAL  
12692 112TH AVE  
GRAND HAVEN, MI 49417

At a regular meeting of the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, held at the Township Hall at 13300 – 168<sup>th</sup> Avenue, Grand Haven Charter Township, Ottawa County, Michigan, on the 11<sup>th</sup> day of September, at 7:00 p.m., local time.

After certain matters of business had been completed, the Supervisor announced that the next order of business was the consideration of a license to operate in the Township for Anytime Junk Removal.

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

**GRAND HAVEN CHARTER TOWNSHIP  
RESOLUTION 23-09-02**

**APPROVING THE LICENSE APPLICATION OF ANYTIME JUNK REMOVAL TO  
OPERATE WITHIN GRAND HAVEN CHARTER TOWNSHIP AND THE SCHEDULE  
OF FEES FOR SERVICE.**

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

**WHEREAS**, Anytime Junk Removal applied for a license to operate within Grand Haven Charter Township pursuant to said Ordinance; and

**WHEREAS**, Anytime Junk Removal meets all of the requirements of said Ordinance for operating within the Township, as shown by their license application, which has been reviewed and approved by the Township Superintendent; and

**WHEREAS**, Anytime Junk Removal provided a schedule of fees to be charged for said services, which is included within said application.

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

- 1) The application of Anytime Junk Removal to provide trash and recyclable collection and hauling services pursuant to Ordinance No. 334, as amended, within the Charter Township of Grand Haven is hereby approved until October 1, 2024.
- 2) That the attached schedule of fees, which indicates the maximum rate that can be charged, is approved until October 1, 2024., at which time a new schedule of rates must be submitted for review and approval by the Township Board. (Any change of the rates prior to October 1, 2024, must be submitted to the Township Board for approval pursuant to Ordinance No. 334, as amended.) It is noted that applicants will be providing recycling services every other week but will be supplying a large cart.

- 3) That a copy of this resolution will be forwarded by the Township Clerk to Anytime Junk Removal and that it shall be a license to operate waste and recyclable collection and hauling within Grand Haven Charter Township until October 1, 2024.

AYES:

NAYS:

ABSENT:

**RESOLUTION DECLARED: Adopted.  
ADOPTED ON SEPTEMBER 11, 2023**

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Laurie Larsen  
Grand Haven Charter Township Clerk

**CERTIFICATE**

I, the undersigned, the duly qualified and Township Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing is a true and complete copy of the resolution adopted by the Township Board at a regular meeting of the Township Board held on the 11<sup>th</sup> day of September 2023. I further certify that public notice of the meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and that the minutes of the meeting were kept and will be or have been made available as required by the Act.

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Laurie Larsen  
Grand Haven Charter Township Clerk