



**GRAND HAVEN CHARTER TOWNSHIP
REGULAR BOARD MEETING AGENDA
September 23, 2024**

REGULAR BOARD MEETING – 7:00 P.M.

Parking: Due to the construction of the new fire station parking for the Board meeting will be as follows:

- **Public: Northwest side of the Administration Building with entrance through the front door**
- **Board Members/Staff: Northeast side of the Administration Building (Behind the building with entrance through the rear door.)**

I. CALL TO ORDER

II. PLEDGE TO THE FLAG

III. ROLL CALL

IV. APPROVAL OF MEETING AGENDA

V. CONSENT AGENDA

1. Approve September 9, 2024, Board Minutes
2. Approve September 12, 2024 Special Board Minutes
3. Approve Payment of Invoices in the amount of \$1,466,077.33 (*A/P checks of \$1,329,075.99 and payroll of \$137,001.34*)
4. Approve Appointment of Jim Loftis to the Downtown Development Authority/Brownfield Development Authority for a term ending August 31, 2027
5. Approve appointment of Mary Jane Belter and Jacquelyn Thoroughman to the Parks and Recreation Committee for a term ending August 31, 2027
6. Approve appointment of Jim Loftis, Cheryl Slater and Mike Voss to the Zoning Board of Appeals for a term ending August 31, 2027
7. Approve appointment of Bill Cousins, Brock Hesselsweet, Carolyn Taylor and Steve Wilson to the Planning Commission for a term ending August 31, 2027.

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.

VI. PUBLIC HEARING – Truth in Taxation

VII. OLD BUSINESS

1. Approve Resolution 24-09-06 – Establish Property Tax Millage Rates
2. Second Reading – Amendment to Parking Ordinance – No Parking – Ferris Street Adjacent to Schmidt Heritage Park
3. Approve Resolution 24-09-07 – Establishing Housing Board of Appeals

VIII. NEW BUSINESS

1. Approve – Resolution 24-09-08 – Recognize CRCG as Nonprofit for the Purpose of Obtaining Charitable Gaming License

IX. REPORTS & CORRESPONDENCE

1. Committee Reports
2. Manager’s Report
 - a. August Public Services Report

- b. August Legal Review (Board Members Only)
- 3. Other

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

XI. 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.

- b. August Legal Review (Board Members Only)
- 3. Other

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

XI. 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, SEPTEMBER 9, 2024**

REGULAR MEETING

I. CALL TO ORDER

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

II. PLEDGE TO THE FLAG

III. ROLL CALL

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

Board members absent: Wagenmaker

Also present was Manager Cargo, Assessing Director Larrison, Public Services Director Wade, and Finance Director Sandoval.

IV. APPROVAL OF MEETING AGENDA

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

V. APPROVAL OF CONSENT AGENDA

1. Approve August 12, 2024, Board Minutes

2. Approve Payment of Invoices in the amount of \$1,419,453.66 (*A/P checks of \$1,107,816.41 and payroll of \$311,637.25*)

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

VI. OLD BUSINESS

1. **Motion** by Treasurer Kieft supported by Clerk Larsen to approve Resolution 24-09-01 that adopt the 3rd Quarter Budget Amendments for Fiscal Year 2024. **Which motion carried**, pursuant to the following roll call vote:

Ayes: Larsen, Kieft, Meeusen, Behm, Reenders

Nays:

Absent: Wagenmaker

2. **Motion** by Trustee Meeusen supported by Treasurer Kieft to adopt Resolution 24-09-02 which schedules the “Truth in Taxation” Public Hearing for September 23, 2024 and proposed the additional millage rate of .2297 mills for a proposed total of 5.9526 mills (*includes 1.22 Debt mills*). **Which failed**, pursuant to the following roll call vote:

Ayes: Behm, Kieft

Nays: Meeusen, Reenders, Larsen

Absent: Wagenmaker

VII. NEW BUSINESS

1. Per the request of the Board, the policies were amended to (1) increase emergency repairs (*i.e.*, Section 4.4b); sealed bids (*i.e.*, section 5.11b); and change orders (*i.e.*, section 12.2f) from \$25k to \$50k; and, (2) change the title to “Staff and Volunteer Appreciation Dinner” (*i.e.*, Section 5.2).

Motion by Clerk Larsen supported by Trustee Behm to approve Resolution 24-09-03 authorizing thirty-six (36) revisions to the Administrative Policies and Procedures Manual, as amended. **Which motion carried**, pursuant to the following roll call vote:

Ayes: Kieft, Reenders, Meeusen, Behm, Larsen

Nays:

Absent: Wagenmaker

2. **Motion** by Treasurer Kieft supported by Clerk Larsen to approve Resolution 24-09-04 authorizing the revision to Section 7.21 Security Cameras – Digital Records, as submitted. **Which motion carried**, pursuant to the following roll call vote:

Ayes: Larsen, Kieft, Reenders, Behm, Meeusen

Nays:

Absent: Wagenmaker

3. **Motion** by Clerk Larsen supported by Treasurer Kieft to postpone further action to the Parking Ordinance that will prohibit parking in the entire width of Ferris Street right-of-way extending across the Schmidt Heritage Park and Hoffma Park boundaries. This is a first reading. **Which motion carried.**

4. **Motion** by Treasurer Kieft supported by Clerk Larsen to approve an exception to the Private Road Ordinance Section 3 and Section 4 for parcel #70-03-32-331-018 pursuant to Section 7. This exception is granted pursuant to the following findings, which included the addition of a paved driveway:

- a. That the strict application of the literal terms of this ordinance would impose an undue hardship on the applicant because of existing site conditions, including the Dunes Protection Act that seeks to limit the impact of any improvement and steep inclines that make a typical driveway/private roadway unusually difficult to construct.

- b. That the construction of a residential unit will include a sprinkling system for the entire residential portion of the structure that meets NFPA 13D standards.

- c. That the driveway to the residential structure shall be paved.

- d. That granting the exception would not alter the essential character of the surrounding neighborhood.

- e. That existing residential unit will meet all other applicable state and township regulations.

- f. This exception is conditioned upon the private road, driveway and residential unit meeting all other state, county environmental or local requirements that may arise during the construction of the single-family residential unit.

Which motion carried.

VIII. REPORTS AND CORESPONDENCE

- a. Committee Reports
- b. Manager's Report
 - i. August Building Report
 - ii. July Enforcement Report
 - iii. August Enforcement Report
 - iv. July Legal Review (*Board members only*)
- c. Other

IX. PUBLIC COMMENTS

None

X. ADJOURNMENT

Motion by Clerk Larsen and seconded by Treasurer Kieft to adjourn the meeting at 7:43 p.m. **Which motion carried.**

Respectfully Submitted,

Laurie Larsen
Grand Haven Charter Township Clerk

Mark Reenders
Grand Haven Charter Township Supervisor

GRAND HAVEN CHARTER TOWNSHIP BOARD
THURSDAY, SEPTEMBER 12, 2024
SPECIAL MEETING

I. CALL TO ORDER

Supervisor Reenders called the special meeting of the Grand Haven Charter Township Board to order at 5:00 p.m.

II. PLEDGE TO THE FLAG

III. ROLL CALL

Board members present: Reenders, Kieft, Wagenmaker, and Behm

Board members absent: Meeusen, Larsen

Also present were Manager Cargo, Assistant Manager Sherwood, Finance Director Sandoval, Deputy Treasurer Larrison, and Fire/Rescue Chief Schrader.

Motion by Trustee Wagenmaker, supported by Trustee Behm to appoint Treasurer Kieft as the Temporary Clerk. **Which motion carried.**

IV. OLD BUSINESS

Motion by Treasurer Kieft, supported by Trustee Behm to adopt Resolution No. 24-09-05 which schedules the “Truth in Taxation” public hearing for September 23, 2024, and proposes the additional allowable millage rate of .1806 mills for a proposed total of 5.9035 mills. **Which motion carried**, pursuant to the following roll call vote:

Ayes: Kieft, Reenders, Behm, Wagenmaker

Nays:

Absent: Meeusen, Larsen

V. PUBLIC COMMENTS/QUESTIONS

None

VI. ADJOURNMENT

Without objection, Supervisor Reenders adjourned the meeting at 5:03 p.m.

Respectfully Submitted,

William Kieft III
Grand Haven Charter Township Temporary Clerk

Mark Reenders
Grand Haven Charter Township Supervisor

SUPERINTENDENT'S MEMO

DATE: September 11, 2024
TO: Township Board
FROM: Cargo
SUBJECT: Supervisor Reenders' Re-Appointment - DDA/BRA

Grand Haven Charter Township established a Downtown Development Authority (DDA) in 1999 to take advantage of Tax Increment Financing and improve the infrastructure within a commercial area of the Township. The DDA also acts as the Township's Brownfield Redevelopment Authority (BRA), pursuant to a provision in state law. (*The BRA can take advantage of certain state provisions should a contaminated site in the Township be made available for redevelopment.*)

The three-year terms of the nine (9) members of the DDA are staggered so that the members' terms of office do not all expire at the same time. For 2024, two members' terms are expiring – Jim Loftis and John Helder (*who does not want to be re-appointed*).

Supervisor Reenders is recommending the reappointment of Loftis to the DDA and the Township is actively advertising to fill the vacancy created by Helder. If the Board agrees, the following motions can be offered:

Move to reappoint Jim Loftis to the DDA/BRA Board for a term ending August 31, 2027.

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

SUPERINTENDENT'S MEMO

DATE: September 11, 2024

TO: Township Board

FROM: Cargo

SUBJECT: Re-Appointment of Mary Jane Belter and Jacquelyn Thoroughman to the Parks and Recreation Committee

As you are aware, pursuant to Section 2.11 of the Township's Administrative Policies and Procedures Manual, the Township Supervisor – without Board approval but with Board input – appoints all members to both the Parks and Recreation Committee.

Per the direction of Supervisor Reenders, both Mary Jane Belter and Jacquelyn Thoroughman are recommended for reappointment to the Township Parks and Recreation Committee.

Mary Jane Belter has served on the Parks and Recreation Committee for more than thirty years and brings a wealth of experience and history to the Committee. Belter is also a member of NORA.

Jacquelyn Thoroughman served on the Parks and Recreation Committee since 2012. She is retired from Waubonse Community College (*in Sugar Grove Illinois*), has a Bachelor degree in Physical Education and Recreation, and wants to continue to assist with the Township's recreation planning.

If the Board agrees, the following motions can be offered:

Motion to support the Supervisor's proposed reappointment of Mary Jane Belter and Jacquelyn Thoroughman to the Parks and Recreation Committee for terms August 31, 2027.

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

SUPERINTENDENT'S MEMO

DATE: September 11, 2024
TO: Township Board
FROM: Cargo
SUBJECT: Supervisor Reenders' Re-Appointments to the ZBA

Pursuant to direction from Supervisor Reenders, attached please find a motion to re-appoint three (3) Zoning Board of Appeal members.

Specifically, ZBA members Jim Loftis, Cheryl Slater and Mike Voss are being re-appointed to the ZBA for terms ending on August 31, 2027.

All three members are experienced, have completed training, and have good attendance records on the ZBA.

If the Board supports these ZBA re-appointments, the following motion can be offered:

Move to reappoint Jim Loftis, Cheryl Slater and Mike Voss to the Zoning Board of Appeals for terms ending August 31, 2027.

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

SUPERINTENDENT'S MEMO

DATE: September 11, 2024

TO: Township Board

FROM: Cargo

SUBJECT: Re-Appointment of Steve Wilson, Carolyn Taylor, and Brock Hesselsweet to the Planning Commission

Steve Wilson, Carolyn Taylor, and Brock Hesselsweet are eligible for reappointment. Pursuant to the requirements of Section 2.11 of the Administrative Policies and Procedures Manual, Planning Commission members must complete two training classes over the previous three years to be eligible for reappointment.

Wilson (*a real estate broker and developer*), Hesselsweet (*a local architect with experience in community planning*), and Taylor (*a real estate representative*) have all expressed an interest in continuing their work on the Planning Commission.

To implement the aforementioned reappointment as recommended by Supervisor Reenders, the following motion can be offered:

Move to re-appoint Steve Wilson, Carolyn Taylor, and Brock Hesselsweet to the Township Planning Commission for a term ending August 31, 2027.

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



Deputy Treasurer

DATE: September 19, 2024
 TO: Township Board
 FROM: Ashley Larrison
 RE: Truth in Taxation - Public Hearing

At the last Township Board Special meeting, the “Truth in Taxation” hearing was scheduled for Monday, September 23rd.

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 September 14th in the Grand Haven Tribune, although the property tax millage rate is decreasing↓, Grand Haven Charter Township will hold a public hearing on a proposed increase of \$329,669 of property taxes collected that will be spread over the seven (7) Funds (*the General Fund is excluded – except for new construction and sales*) over the amount levied in 2023.

The following is a breakdown of the proposed allowable 2024 millage rates and the tax dollars generated.

Millage Levy	2023 Millage Rate	2024 Proposed Millage Rate	2023 Tax Dollars Generated	2023 Tax Dollars Proposed to be Generated
Township Operating	1.0221	0.9624	\$1,065,378	\$1,078,763
Fire/Rescue Operating	1.9000	1.8804	\$1,980,450	\$2,107,757
Transportation	0.9408	0.9311	\$980,635	\$1,043,678
Bike Path	0.4287	0.4242	\$446,852	\$475,489
Fire Debt	0.9000	0.9000	\$938,108	\$1,008,818
Parks Debt	0.3500	0.3200	\$364,820	\$358,691
Township Subtotal	5.5416	5.4181	\$5,705,522	\$6,161,859
Museum	0.2430	0.2404	\$253,289	\$269,466
(NOCA)Four Pointes	0.2476	0.2450	\$258,084	\$274,623
Grand Total	6.0322	5.9035	\$6,287,616	\$6,672,321

What does this mean for Grand Haven Charter Township Taxpayers?

The Township portion of the proposed millage rate is 5.4181 mills (*which includes the parks debt millage and the fire debt millage*).

The overall taxable value of the Township has increased about 5.0% which means that on average a \$350,000 (\$175,000 T.V.) home in 2023 will be valued at \$371,000 (\$185,500 T.V.) in 2024.

This average homeowner will pay approximately **\$39.46 more**↑ on the Winter Taxes this year than in December of 2023.

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 2024 Tax Rate Request.

If approved, the following motion can be offered:

Move to Adopt Resolution No. 24-09-06 approving the levy of an additional allowable millage rate of 0.1806 and authorizing Supervisor Reenders and Clerk Larsen to sign the L-4029 2024 Tax Rate Request.

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

RESOLUTION # 24-09-06

WHEREAS, the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, held a public hearing on September 23, 2024 to receive testimony and public comments on the issue of whether or not to levy an "additional millage rate" of 0.1806 mills, pursuant to the Resolution of the Township Board, dated September 12, 2024; and

WHEREAS, the Township Board's resolution of September 12, 2024 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 0.1806 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 0.1806 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 – 0.9624;
2. Voted, Museum – .2404;
3. Voted, Council on Aging – .2450;
4. Voted, Fire Rescue – 1.8804;
5. Voted, Transportation – .9311;
6. Voted, Bike Path –.4242;
7. Debt, Parks - .3200; AND
8. Debt, Fire- .9000

and as delineated on the attached L-4029 2024 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 23rd, 2024

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 23rd day of September 2024. 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 23rd, 2024

Laurie Larsen, Township Clerk

PUBLIC SERVICE'S MEMO

DATE: September 4, 2024
TO: Township Board
FROM: Wade
SUBJECT: Parking Ordinance Amendment – Second Reading

The Schmidt Heritage Park (SHP) sports fields opened to the public in Spring of 2024. Since the opening of the sports fields, the Park has gained popularity with increased useage from different recreation groups and leagues. Now that the Park is in its first full season, it continues to gain attraction. During the first summer season Township Staff observed a need for parking restrictions along Ferris Street.

Public Services Director Wade has responded to multiple occurrences where Township staff and Township residents have witnessed 10-20 vehicles parking along the Ferris Street Right-of-Way to access the SHP soccer fields. During the time that cars were parked along Ferris Street there have been 100+ parking spaces available within SHP. Parking in the grass Right-of-Way along Ferris can be unsafe especially when trying to reenter a 45mph road from the grass, with low visibility. SHP was designed with a large amount of available parking as well as following the Americans with Disabilities Act (ADA), allowing ADA access to all sports fields.

A Parking Ordinance Amendment would give the Township and the Ottawa County Sheriff's Department the ability to enforce no parking along the North and South side of Ferris Street extending from the Westerly point of SHP to the Easterly point of Hofma Park.

If the Board members agree with these proposed changes to the Parking Ordinance, the following motion can be offered:

Move to approve and adopt the proposed amendments to the Parking Ordinance that will prohibit parking in the entire width of the Ferris Street Right-of-Way, extending across Schmidt Heritage Park and Hofma Park.

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

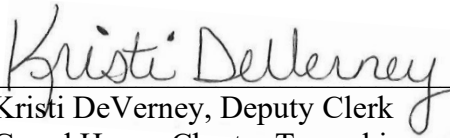
GRAND HAVEN CHARTER TOWNSHIP
NOTICE OF POSTING OF PROPOSED ORDINANCE

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. 299, THE PARKING ORDINANCE, TO PROHIBIT PARKING IN THE ENTIRE WIDTH OF THE FERRIS STREET RIGHT-OF-WAY, EXTENDING EASTERLY FROM THE WESTERLY BOUNDARY OF SCHMIDT HERITAGE PARK TO THE EASTERLY BOUNDARY OF HOFMA PARK

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 ____, 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 PARKING ORDINANCE, ORDINANCE NO. 299

AN ORDINANCE TO AMEND ORDINANCE NO. 299, THE PARKING ORDINANCE, TO PROHIBIT PARKING IN THE ENTIRE WIDTH OF THE FERRIS STREET RIGHT-OF-WAY, EXTENDING EASTERLY FROM THE WESTERLY BOUNDARY OF SCHMIDT HERITAGE PARK TO THE EASTERLY BOUNDARY OF HOFMA PARK

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

Section 1. Parking Restrictions. Section 2 of Ordinance No. 299 is hereby amended so as to read in its entirety as follows:

Sec. 2 PARKING RESTRICTIONS

1. *Ferris Street/Schmidt Heritage Park and Hofma Park.* Parking is prohibited at all times within the entire width of the right-of-way for Ferris Street, commencing, for the point of beginning, at a point 1,333 feet east of the intersection of 160th Ave. and Ferris Street (commonly known as the westerly boundary of Schmidt Heritage Park), and thence continuing 2,023 feet easterly along a line parallel to the Ferris Street right-of-way, which is the point of ending (commonly known as the easterly boundary of Hofma Park).
2. *Other Locations.* The Township Board may, from time to time, by resolution, completely prohibit parking on designated streets and roads in the Township, or prohibit parking on such streets and roads only as to certain days of the week and/or times of day. Any violation of such a resolution shall be deemed a violation of this Ordinance.

Section 2. Publication; Effective Date. The foregoing amendment to Grand Haven Charter Township Ordinance No. 299 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



Administrative Memo

DATE: September 17, 2024
TO: Township Board
FROM: Karen Sherwood
RE: Rental Guidelines – Housing Board of Appeals

Overview

The Township Board has requested that the Rental Guidelines Ordinance allow an appeal through a committee in lieu of the Board itself. Section 11(d) of the Rental Ordinance gives the Board the option to appoint a Committee to hear such appeals. The Board can use this existing authority to appoint members to a Housing Board of Appeals, without an ordinance amendment. The Township Board can create the Housing Board of Appeals through a resolution, and then vote to appoint its members. The Housing Board of Appeals would be a public body under the Open Meetings Act, and subject to the same meeting and notice requirements as any other public body.

Resolution Key Points

The key details of the proposed resolution are outlined below to create a Housing Board of Appeals and appoint members under Rental Guidelines Ordinance 605. This Board will oversee appeals related to rental certificates of compliance and ensure due process for property owners within the Township.

Key Points:

- **Ordinance Involved:** The amendment is being made to comply with Ordinance No. 605, governing the rental of properties.
- **Purpose of the Amendment:** The resolution seeks to establish a Housing Board of Appeals to streamline and formalize the process for hearing appeals related to decisions made by the Community Development Department concerning rental certificates.
- **Housing Board of Appeals Composition:** The Board will consist of five members with expertise in rental housing, zoning, and property management, appointed by the Township Board.
- **Authority and Appeal Process:** The Housing Board of Appeals will be empowered to review, affirm, reverse, or modify decisions regarding the denial, suspension, or revocation of rental certificates. Appeals must be filed within 10 days of the initial decision.
- **Final Decision:** The Housing Board of Appeals will issue final determinations, subject to further appeal in the circuit court.

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

Motion to approve Resolution 24-09-07, authorizing the formation of a Housing Board of Appeals under Rental Guidelines Ordinance 605 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, called to order by Supervisor Reenders on the 23rd day of September 2024 at 7:00 p.m.

PRESENT:

ABSENT:

For the consideration of a resolution to formally create a Housing Board of Appeals and appoint members under Rental Guidelines Ordinance 605. Following discussion, the following resolution was offered by _____ and seconded by _____:

RESOLUTION NO. 24-09-07

WHEREAS Grand Haven Charter Township (“Township”) has adopted a Rental Guidelines Ordinance No. 605 and,

WHEREAS, to ensure a fair and efficient process for hearing appeals under the Ordinance, the Township Board has the authority to appoint a committee to hear appeals related to rental certificates of compliance, or to consider the appeals itself;

WHEREAS, the Township Board finds it necessary to establish a separate Housing Board of Appeals to review such cases, provide due process, and issue final determinations regarding rental certificate decisions made by the Community Development Department;

NOW, THEREFORE, BE IT RESOLVED, that the Charter Township of Grand Haven hereby establishes a **Housing Board of Appeals** for the purpose of hearing and determining appeals under Section 11 of Ordinance No. 605, governing the rental of properties in the Township.

BE IT FURTHER RESOLVED that:

1. **Housing Board of Appeals Composition:** The Housing Board of Appeals shall consist of five (5) members appointed by the Township Board. The members shall have the knowledge and experience necessary to adjudicate matters related to rental housing regulations, zoning, and property management.
2. **Term of Office:** Members of the Housing Board of Appeals shall serve for a term of three (3) years, or until their successors have been appointed and qualified. Initial appointments may be staggered for continuity.
3. **Authority:** The Housing Board of Appeals is empowered to hear appeals from decisions of the Community Development Department concerning the denial, suspension, or revocation of rental certificates of compliance under Ordinance No. 605. The Housing Board of Appeals may affirm, reverse, or modify the decision of the Community Development Department in accordance with the standards set forth in the Ordinance.
4. **Appeal Process:**

- a. Any Owner whose rental certificate of compliance was denied, suspended, or revoked may file an appeal with the Housing Board of Appeals within ten (10) days following the decision by the Community Development Department.
 - b. Upon receipt of an appeal, the Housing Board of Appeals shall provide written notice to the Owner at least fourteen (14) days before the hearing date, detailing the time, date, and location of the hearing.
 - c. The Owner shall be provided with an opportunity to be heard by the Housing Board of Appeals, and the Board shall issue a written decision affirming, reversing, or modifying the Community Development Department's decision.
5. **Final Decision:** The decision of the Housing Board of Appeals shall be final, subject only to further appeal by the Owner to the circuit court, as provided for under Section 11 of Ordinance No. 605.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon its adoption. **Adopted this September 23, 2024, by the Township Board of the Charter Township of Grand Haven.**

Ayes:

Nays:

Absent:

RESOLUTION DECLARED:

ADOPTED ON: September 23, 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 23rd day of September 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	383	3	3	11	3	3	2	268	0	109.91	4.07	0.00
AUGUST	276	5		9	0	3	1	177	0	117.64	4.14	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	1626	31	12	61	7	21	9	896	1320	573.02	20.98	0.00
TOTALS		43				30		5731		594.00	20.98	

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	3	3	0	10.66
AUGUST	1	3	0	11.35
SEPTEMBER			0	0.00
OCTOBER			0	0.00
NOVEMBER			0	0.00
DECEMBER			0	0.00
TOTAL YTD	17	25	320	81.64
TOTALS		1074		

NOTES: