



**GRAND HAVEN CHARTER TOWNSHIP  
BOARD AGENDA  
Monday, November 27, 2023**

**WORK SESSION – CANCELLED**

**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 November 13, 2023, Regular Board Minutes
  2. Approve Payment of Invoices in the amount of \$392,374.22 (*A/P checks of \$271,828.81 and payroll of \$120,545.41*)
  3. Approve Early Vote Site Agreement with Ottawa County
- VI. PUBLIC HEARING – FY 2024 Truth-in Budgeting
- VII. OLD BUSINESS
  1. Approve Resolution 23-11-08 - 2024 Budget Appropriation
  2. Approve Resolution 23-11-09 - Supervisor's Salary
  3. Approve Resolution 23-11-10 - Clerk's Salary
  4. Approve Resolution 23-11-11 - Treasurer's Salary
  5. Approve Resolution 23-11-12 - Trustee's Salary
- VIII. NEW BUSINESS
  1. First Reading – Amendment to Violations Bureau Ordinance
- IX. REPORTS & CORRESPONDENCE
  1. Committee Reports
  2. Manager’s Report
    - i. October Sheriff’s Report
    - ii. October Legal Review (*Not for Public*)
  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 Speaker Information Sheet. The supervisor will initiate comment time.

**GRAND HAVEN CHARTER TOWNSHIP BOARD**  
**MONDAY, NOVEMBER 13, 2023**

**WORK SESSION – 5:30 p.m.**

Supervisor Reenders called the work session meeting of the Grand Haven Charter Township Board to order.

Manager Cargo provided an overview of the proposed 2024 Fiscal Year budget just over \$38.54 million because of the number of major capital construction projects. Further, although expenditures exceed revenues, the FY2024 budget is “balanced” since the fund balances or cash reserves will remain positive in each of the funds – totaling about \$13.27 million at the end of FY2024.

Although GHT adopts a single budget resolution each year, the total budget is sixteen (16) separate budgets — one for each of the Township's Funds. With few exceptions, monies from one Fund cannot be transferred to other Funds, unless there is a specific service received.

Some of the highlights from the budget include the following:

- ✓ \$11.04 million to construct a new Fire/Rescue station near Ferris Street and 168th Avenue. (About \$695k was already spent in 2023 on engineering costs, architectural fees, and equipment purchase with long lead times.)
- ✓ \$6.25 million to construct a third water transmission main from the North Ottawa Water System (NOWS) treatment plant into the Township.
- ✓ \$3.25 million to extend municipal water from the west-side of US-31 at Buchanan Street to the eastside (i.e., bore & jack the railroad and highway to allow for the future extension of water along the highway and Buchanan Street).
- ✓ \$1.71 million will be spent to support the operations of the Fire/Rescue Department, which will respond to an estimated 1,500 emergency runs during 2024.
- ✓ \$636k will be spent to supplement the work of the Ottawa County Sheriff's Department, paying for a portion of five (5) deputies that work exclusively within the Township.
- ✓ \$1.51 million for transportation activities, including:
  - ◆ \$569k for Harbor Transit on-demand bus service.
  - ◆ \$900k to supplement the work of the Road Commission and re-surface certain subdivision streets.
  - ◆ \$36k for three dust control treatments on gravel roads.
- ✓ \$1.39 million for maintenance of the 40 miles of pathways, sidewalks, and boardwalks, including resurfacing the Lakeshore Drive pathway from Buchanan Street to the Little Pigeon boardwalk.
- ✓ \$210k will be spent on four elections — the Presidential Primary election, the May school election, the August Primary election, and the November General election.

- ✓ \$679k will be allocated to maintain the Township parks.
- ✓ \$245k to maintain and operate the Township's two cemeteries.
- ✓ \$132k for street lighting.
- ✓ \$109k for storm drain maintenance.
- ✓ \$1.39 million to operate the sanitary sewer system including treating an estimated 121 million gallons of sewage and the replacement of about 1,540' of sewer force main on Ferris Street that have been corroded by sewer gas (*i.e., hydrogen sulfide, ammonia, and methane*).
- ✓ \$2.63 million to operate the water distribution system including \$861k to purchase 781 million gallons of water.
- ✓ \$424k for the operation and maintenance of the Township's Information Technology (IT) system.
- ✓ \$1.44 million for debt payments on outstanding bonds.
  - Trustee Wagenmaker stated his preference to establish an account to pave gravel roads, putting a set amount of funds each year into the Transportation Fund.
  - Assistant Manager Sherwood noted that the Spongy Moth egg mass survey was completed and that about 3,000 acres have significant infestation. Spray costs will be about \$75 per acre. This will be discussed in December or January
  - Supervisor Reenders noted that the Christian Reformed Conference Grounds sewer connection project must account for RV dumping their sewage tanks at the facility.
  - Treasurer Kieft wanted to see improvements made at Mercury Park targeted for younger children.
  - Manager Cargo noted that the "*Truth in Budgeting*" public hearing is scheduled for Monday, November 27<sup>th</sup> at 7:00 p.m.

## REGULAR MEETING

### I. CALL TO ORDER

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

### II. PLEDGE TO THE FLAG

### III. ROLL CALL

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

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

IV. APPROVAL OF MEETING AGENDA

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

V. CONSENT AGENDA

1. Approve October 23, 2023, Regular Board Minutes
2. Approve Payment of Invoices in the amount of \$680,432.68 (*A/P checks of \$528,384.08 and payroll of \$152,048.60*)

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

VI. PUBLIC HEARING

Supervisor Reenders opened the Joint Special Assessment Public Hearing on Special Assessment rolls for Police Services, Sewer, Storm Drains, Delinquent Water and/or Sewer Payments, and Street Lighting 7:02 p.m.

Deputy Treasurer Larrison provided an overview of the five (5) proposed Special Assessment Rolls noting that total estimated collection is \$733,887.01.

There being no public comments, Supervisor Reenders closed the public hearing at 7:03 p.m.

VII. OLD BUSINESS

1. **Motion** by Meeusen supported by Wagenmaker to approve and adopt Resolution 23-11-01 approving the special assessment roll for police services in the amount of \$557,983.11 for FY2024. **Which motion carried** pursuant to the following roll call vote:  
Ayes: Larsen, Wagenmaker, Kieft, Meeusen, Behm, Reenders  
Nays:  
Absent: Redick
2. **Motion** by Kieft supported by Wagenmaker to approve and adopt Resolution 23-11-02 approving the special assessment roll for sewer services in the amount of \$1,328.95 for FY2024. **Which motion carried** pursuant to the following roll call vote:  
Ayes: Behm, Wagenmaker, Meeusen, Kieft, Reenders, Larsen  
Nays:  
Absent: Redick
3. **Motion** by Larsen supported by Wagenmaker to approve and adopt Resolution 23-11-03 approving the special assessment roll for storm sewer districts in the amount of \$50,522.71 for FY2024. **Which motion carried** pursuant to the following roll call vote:  
Ayes: Kieft, Reenders, Meeusen, Behm, Wagenmaker, Larsen  
Nays:  
Absent: Redick
4. **Motion** by Meeusen supported by Behm to approve and adopt Resolution 22-11-04 approving the special assessment roll for delinquent utility bills in the amount of

\$3,770.76 for FY2024. **Which motion carried** pursuant to the following roll call vote:

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

Nays:

Absent: Redick

5. **Motion** by Kieft supported by Wagenmaker to approve and adopt Resolution 22-11-05 approving the special assessment roll for street lighting in the amount of \$120,281 for FY2024. **Which motion carried** pursuant to the following roll call vote:

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

Nays:

Absent: Redick

6. **Motion** by Larsen supported by Behm to approve and adopt Resolution 23-11-06 approving the proposed November budget amendments for fiscal year 2023. **Which motion carried** pursuant to the following roll call vote:

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

Nays:

Absent: Redick

7. Discussion was held regarding contributing to the Community Energy Plan (CEP) being completed on behalf of the Board of Light and Power (BLP).

- John Kinch (*1523 Pineridge Drive, City of Grand Haven*) is the contractor for the CEP and offered a brief overview of the benefits of the plan.
- Thomas O'Bryan (*16979 Buchanan Street*) supported the Township funding the CEP at the \$15k level.
- Deanne Brink (*14635 Indian Trails*) supported the Township funding the CEP at the \$15k level.
- Steve Negan (*433 Slayton, City of Grand Haven*) owns a business within the Township and supported the Township funding the CEP at the \$15k level.
- John Leitner (*14466 Angelus Circle*) supports the CEP process and see the benefits for the region.
- Ryan Cotton (*515 Park Avenue, City of Grand Haven*) discussed the benefits of the CEP for the BLP service area.

**Motion** by Kieft supported by Larsen to approve the contribution of \$15,000 toward the development of a local Community Energy Plan. **Which motion failed** pursuant to the following roll call vote:

Ayes: Reenders, Larsen, Kieft

Nays: Meeusen, Wagenmaker, Behm

Absent: Redick

**Motion** by Kieft supported by Larsen to approve the contribution of \$11,000 toward the development of a local Community Energy Plan. **Which motion carried** pursuant to the following roll call vote:

Ayes: Reenders, Larsen, Behm, Kieft

Nays: Meeusen, Wagenmaker

Absent: Redick

VIII. NEW BUSINESS

1. **Motion** by Larsen and seconded by Behm to approve Resolution 23-11-07 naming a portion of an un-named tributary of Alder Creek “Dad’s Creek” and informing the County GIS of the change. **Which motion carried** as indicated by the following roll call vote:  
Ayes: Larsen, Wagenmaker, Kieft, Meeusen, Behm, Reenders  
Nays:  
Absent: Redick
2. **Motion** by Behm and seconded by Wagenmaker to authorize the purchase of a Station Alerting System from Westnet in the amount not-to-exceed \$143,316 for both the station and dispatch equipment payable from the Fire Station Construction Fund. Ottawa County Central Dispatch Authority, Holland Public Safety Services Department, and Grand Haven Charter Township will each pay one-third of the equipment costs needed at OCCDA. **Which motion carried.**
3. The evaluation for Superintendent Cargo – which will be in a Closed Session pursuant to a typical request from Cargo and pursuant to the Open Meetings Act – was scheduled for December 11<sup>th</sup> Work Session.

IX. REPORTS & CORRESPONDENCE

1. Committee Reports
2. Manager’s Report
  - a. October Building Report
  - b. October Enforcement Report
  - c. October Public Services Report
  - d. September Legal Update
3. Other

X. PUBLIC COMMENTS

None.

XI. ADJOURNMENT

**Motion** by Larsen and seconded by Behm to adjourn the meeting at 7:48 p.m. **Which motion carried.**

Respectfully Submitted,

Laurie Larsen  
Grand Haven Charter Township Clerk

Mark Reenders  
Grand Haven Charter Township Supervisor



# SUPERINTENDENT'S MEMO

DATE: November 21, 2023  
TO: Township Board  
FROM: Bill Cargo  
SUBJECT: Early Voting Site Agreement

Attached, please find an “Early Voting Site” agreement between Grand Haven Charter Township and Ottawa County for the use of the Township Board room for the 2024 calendar year for all state and federal elections.

Per the direction of the Board, the agreement does not require a lease payment, but does require a refundable deposit for any damages that might occur.

The agreement was review (*and modified, slightly*) by Attorney Bultje. Staff is recommending approval of the agreement.

If the Board supports the agreement as presented, the following motions can be offered:

**Move to approve and authorize Superintendent Cargo to execute the License Agreement with Ottawa County to utilize the Township Board room and associated rooms as an early voting site for all state and federal elections in 2024.**

Please contact me if you have any questions or comments.

## LICENSE AGREEMENT

THIS LICENSE AGREEMENT is entered into this \_\_\_\_ day of \_\_\_\_\_, 2023, between Grand Haven Charter Township 13300 168<sup>th</sup> Avenue, Grand Haven, Michigan 49417, (“The Facility”) and the Ottawa County Clerk’s Office (“County Clerk”), 12220 Fillmore St., Room 130, West Olive, Michigan 49401, with reference to the following facts and circumstances:

- A. The Facility and the County Clerk have a shared goal of assisting Ottawa County residents to participate in elections.
- B. The Facility has decided to permit the County Clerk to use a portion of their premises situated at 13300 168<sup>th</sup> Avenue (*i.e., the Township Board room and associated rooms*) (“Subject Property”) for purposes of conducting early voting.
- C. The Facility is willing to grant to the County Clerk a non-exclusive license to use a portion of the Subject Property to establish an early voting center location and to operate said location for the purpose of facilitating participation in early voting for all federal and state elections held in 2024.

## TERMS AND CONDITIONS

In exchange for and in consideration of the covenants herein contained, the parties agree as follows:

1. **Grant of License.** The Facility grants the County Clerk a non-exclusive license and the County Clerk accepts a non-exclusive license to use a portion of the Subject Property, subject to the terms and conditions set forth below.
2. **Term.** The term of this License shall commence on January 1, 2024, and terminate on December 31, 2024, unless otherwise terminated pursuant to the provisions of this Agreement. The parties may extend the term by mutual agreement.
3. **Use.** The Subject Property will be used by the County Clerk for the sole purpose of establishing and operating an Early Vote Center and to facilitate early voting participation to the residents of Ottawa County, including those residents of the City of Holland within Allegan County. The Facility shall, in addition to providing access to the Subject Property, provide tables, chairs, access to electricity, sanitary facilities, HVAC, and such other utilities and furnishings as necessary to operate and maintain the Early Vote Center. The Facility will allow the County Clerk to install one mounted and removable security camera to ensure video surveillance on secured rooms where election equipment and materials are being stored overnight. In addition, the Facility shall give the County Clerk access to its existing WIFI networks to perform its election related functions throughout the duration of early voting per this License.

The County Clerk will utilize the Subject Property in a clean, wholesome and lawful manner and in compliance with all governmental laws, ordinances, rules, regulations and orders, including this License.

4. **Operation of Polling Location.** The Early Vote Center will be operated on the Subject Property for nine (9) consecutive days, beginning on the second Saturday before a statewide or federal election and ending on the Sunday before a statewide or federal election, following the schedule outlined in **Exhibit A**. The County Clerk will utilize the Subject Property the Friday prior to the start of the nine (9) consecutive days for the purposes of set up. The County Clerk will provide appropriate staffing for the Early Vote Center. It is understood that the Early Vote Center will be open as required by law and that the County Clerk will have access to the Subject Property before and after the polls are opened and suspended as reasonably necessary to the operation of an Early Vote Center.

5. **Fee.** A fee of \$0.00 per day will be assessed to the County Clerk for use of the Subject Property.

6. **Deposit.** A refundable deposit of \$2,500.00 will be assessed to the County Clerk as a security deposit for the use of the Subject Property. All or any portion of the deposits may be used, as reasonably necessary, to repair damage, excluding ordinary wear and tear, caused while the Subject Property is used as an Early Vote Center.

7. **Quiet Enjoyment.** The Facility covenants and agrees that the County Clerk shall have peaceful and quiet enjoyment of this Subject Property according to this License. In addition, the Facility agrees that the Subject Property, parking areas and walkways will be kept accessible, including but not limited to the clearing of snow and ice, and shall comply with all ADA requirements, the Voting Accessibility for the Elderly and Handicapped Act, and the Help American Vote Act of 2002.

8. **Parking.** The Facility agrees to provide the County Clerk's staff members, election workers, volunteers, and voters access to all parking areas at no additional cost to the County Clerk.

9. **Assignment and Sub-Licensing.** This License shall not be assigned or sublicensed by the County Clerk to any person or business entity without the prior written consent of the Facility.

10. **Acceptance of Premises.** Except as otherwise agreed in writing, at the time the County Clerk takes possession of the Subject Property, the act of the County Clerk in taking possession of the Subject Property shall constitute acceptance of the same by the County Clerk on an "as is" basis and acknowledgment by the County Clerk that the Subject Property is in satisfactory and acceptable condition on the possession date.

11. **Compliance With Law.** The County Clerk shall comply with and observe all laws, ordinances, rules, regulations, and orders of all public authorities in connection with its activities on the Subject Property, including this License. The Facility agrees that the County Clerk may put

up Early Vote signage throughout the Subject Property to appropriately direct voter traffic. The Facility agrees that individuals may campaign, circulate petitions, solicit contributions, and carry out similar types of sanctioned activities outside of the polls throughout the duration of early voting provided they abide by all stipulations in Election Law, such as, but not limited to, remaining one hundred (100) feet from the doorway being used by voters to enter the building in which early voting is taking place per this License. Areas where such activities may be conducted during early voting outside of the Subject Property are as follows: one hundred (100) feet from the entrance used by voters to access the building in which early voting is taking place.

12. **Attestations.** The Facility attests that the Subject Property is owned or controlled by an organization that is exempt from federal income tax pursuant to section 501(c) other than 501(c)(4), (5) or (6) of the internal revenue code of 1986. Furthermore, the Facility attests that the Subject Property is NOT owned by a business, individual, firm, organization, etc. that establishes, directs, controls or financially supports the administration of a Political or Independent Committee registered under the Campaign Finance Act. This prohibition extends to a building owned by a subsidiary of a corporation or the local of a labor organization if the parent corporation or labor organization establishes, directs, controls or financially supports the administration of a Political or Independent Committee.

13. **Indemnity.** The County Clerk shall indemnify and save harmless the Facility and its elected and appointed officials, employees, and agents from any liability for loss, damage, injury or other casualty to persons or property caused or occasioned by or arising from any act, use, occupancy, or negligence by or of the County Clerk and any of its agents, servants, visitors, licensees, or employees, occurring during the term of this License.

14. **Casualty.** In the event of damage to or destruction of the Subject Property by fire, storm or any other casualty or accident that renders the Subject Property unfit for use as an Early Vote Center, this License shall terminate at the County Clerk's option, if the County Clerk provides written notice to the Facility.

15. **Force Majeure.** Neither party will be in default or otherwise liable for any delay in or failure of its performance under this License if such delay or failure arises by any reason beyond the party's reasonable control, including any acts of the common enemy, the elements, earthquakes, floods, fires, epidemics, riots, failures or delays in transportation or communications, internet or telecommunications failures, cyberattacks, or closure due to community public health concerns including shut downs due to pandemics. The parties will promptly inform and consult with each other as to any of the above causes, which in their judgment may or could be the cause of a substantial delay in the performance of this Agreement.

16. **Termination.** This License may not be terminated by either party less than 150 days before a federal or state election, but may otherwise be terminated by either party at any time. Termination of the License must be submitted in writing by the terminating party to the other party.

17. **Notices.** Any notices required to be served hereunder shall be sufficiently given if mailed by the United States mail, addressed to the Facility or the County Clerk, as the case may be, at their respective addresses stated above.



OTTAWA COUNTY CLERK/REGISTER

By: \_\_\_\_\_  
Justin Roebuck, Ottawa County Clerk/Register

STATE OF MICHIGAN     )  
  )ss  
COUNTY OF OTTAWA    )

The foregoing instrument was acknowledged before me on \_\_\_\_\_,  
2023, by \_\_\_\_\_, Deputy Clerk, on behalf of the County Clerk.

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



GRAND HAVEN CHARTER TOWNSHIP

13300 168th Avenue • Grand Haven, Michigan 49417 • Phone: 616.842.5988 • Fax: 616.842.9419

# SUPERINTENDENT'S MEMO

DATE: November 21, 2023  
TO: Township Board, Department Directors  
FROM: Cargo & Sandoval  
SUBJECT: 2024 Budget

## ***OVERVIEW:***

Pursuant to state law, the Township superintendent must prepare and forward a budget to the full Board for consideration. **A budget work session is scheduled for Monday, November 13<sup>th</sup> at 5:30 p.m.**

The Truth-in-Taxation hearing was held on Monday, September 11<sup>th</sup>. The public hearing on the Special Assessments will be held on Monday, November 13<sup>th</sup>. The public hearing for the FY 2024 budget is scheduled for **Monday, November 27<sup>th</sup> at 7:00 p.m.**

In addition to this cover memorandum, please find the following:

1. Resolution 23-11-08 that approves the FY2024 budget and the following documents that are adopted by reference:
  - i. The 2024 Budget Year Worksheet with the revenues and activity expenditures.
  - ii. The 2024 GHT Wage Scale.
  - iii. The 2024 GHCT Fee Schedule.
2. The 2024 Summary of Revenues/Expenditures spreadsheet. *(This is one of the most important budget documents providing a one-page overview of revenues and expenditures and projecting the fund balance or cash reserves of each of the eleven funds. All the Township's Funds are "balanced" inasmuch as they are projected to maintain healthy fund balances or cash reserves at the end of FY2024.)*

## ***2024 BUDGET SUMMARY:***

The Township's FY2024 budget – which begins on January 1<sup>st</sup> – is the **LARGEST**

budget presented due to the number of major capital projects (e.g., new Fire/Rescue station, third water transmission main project, DDA water extension project, etc.).

Further, although expenditures exceed revenues, the FY2024 budget is “balanced” inasmuch as the difference is taken from the existing fund balances, cash reserves and/or bond revenues for these planned capital improvement projects. Moreover, the budget is balanced since the fund balances or cash reserves will remain positive in each of the funds – totaling about **\$13.27 million at the end of FY2024.**

It is important to remember that although GHT adopts a single budget resolution each year, the total budget (i.e., just over **\$38.54 million**) discussed in this overview is actually sixteen (16) separate budgets ... one for each of the Township’s funds. With few exceptions, monies from one fund cannot be transferred to other funds, unless there is a specific service received.

It is also noted that most of the Funds and accounts are referenced as a “continuation budget.” This means that the activities previously approved by the Board are being maintained and the cost for these services are substantially similar.

The remainder of this cover memorandum will briefly review each of these sixteen (16) separate budgets.

### **1 - General Fund:**

**The General Fund budget will have revenues of \$5.02 million and expenditures of \$5.25 million.** The General Fund’s undesignated fund balance will be an estimated **\$1.99 million** on December 31<sup>st</sup> of 2024. The undesignated fund balance equates to about a five-month surplus, which is considered healthy and above↑ the minimum \$1.6 million fund balance instituted by the Township Board.

In addition, the General Fund’s designated fund balance will be an estimated **\$1 million** at the end of FY2024 – with monies set aside for future parks capital projects. *(It is noted that the Parks Construction Fund will have a fund balance of almost \$675k at the end of FY2024 that will also be available for future park capital construction projects.)*

General Fund property tax revenues raised from the 1.0221 allocated millage will be about \$1.06 million, which is an increase of about \$80k over previous.

The Taxable Value (TV) of the Township has increased↑ by about 8.2% or about \$79 million to the current estimate of about \$1.04 bill. *(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”. *(Remember that the property tax monies collected in December of 2023 for the 2024 Fiscal Year are based upon 2022 property values.)*

It should be noted that most Personal Property Tax revenues (or PPT) are virtually

eliminated. However, this only has a minor impact on the General Fund. The impact of the PPT legislation has a greater impact on the DDA Fund; but the State of Michigan is expected to reimburse the Township for this revenue loss in the amount of about **\$150k** for FY2024.

Revenues associated with construction are expected to remain steady with permit revenues estimated at **\$525k**. New housing starts are expected to decline because of high interest rates but commercial construction is expected to remain above average.

The State Shared Revenues are estimated at **\$2.03 million**, which is a slight 3% increase↑ over FY2023. This total includes about \$1.97 million for the constitutional portion of revenue sharing (*i.e., related to the State Sales Tax*) and about \$61k from the statutory portion (*i.e., the so-called “City, Village, and Township Revenue Sharing” or CVTRS program*).

To qualify for the CVTRS monies, the Township must meet all the requirements of PA 268 (*e.g., complete a F-65 Citizen’s Guide, maintain on-line Performance Dashboard, Debt Service Report, Projected Budget Report, signed certification form, etc.*). However, it is noted that, unlike the Constitutional portion of the State Shared Revenues, these CVTRS monies can be eliminated by the State Legislature (*i.e., “what the state giveth, the state can taketh away”*). For example, the Township did not receive any CVTRS monies for FY2016 because of the fiscal crisis that the State of Michigan was addressing.

Further, staff note that if the Township were able to fully obligate all the American Rescue Plan Act (ARPA) monies that the Township would qualify for a 1% increase in the statutory portion of State Shared Revenues (*i.e., about \$610*). However, staff were not comfortable with the financial “gimmicks” that the Township would need to employ to qualify for this 1% increase in statutory monies.

The General Fund revenues include “Administrative & Supervision Fees” of about **\$468k** paid from other Funds to cover the cost of services provided by the Finance and Administrative departments. (*See the “2024 Administrative Fees and Overhead” spreadsheet.*)

An overview of the General Fund Accounts includes the following:

- 1) The Legislative Account is a continuation budget. However, expenditures are about \$18k less↓ than previous. This account contains monies for the following activities or projects:
  - a. \$38k to support economic development activities through the Chamber of Commerce per the current contract.
  - b. \$ 8k for July 4<sup>th</sup> fireworks.
  - c. \$ 3k for the Coast Guard Heroes and Legends Dinner.
  - d. \$ 7k for annual Michigan Townships Association dues.
  - e. \$ 3k for holiday lighting.
  - f. \$ 2k for conferences and seminars.
  - g. \$ 1k for an Employee Recognition Lunch.
  - h. \$ 9k for an Appreciation Dinner for committee members and staff.

It is noted that the spongy moths (*formerly referred to as “gypsy moths”*) survey has not been completed. Once completed, a cost estimate for aerial spraying will be obtained and a discussion with the Board will be scheduled. This discussion will likely occur in December or January. Any decision for aerial spraying will be supported by a future budget amendment.

- 2) The Supervisor Account is a continuation budget with any increase the result of inflation.
- 3) The Administrative Account is a continuation budget with a slight decrease over previous.
- 4) The Finance Department is a continuation budget with any increase a result of inflation related labor cost increases.
- 5) The Clerk Account is a continuation budget.
- 6) The Board of Review Account is a continuation budget.
- 7) The Treasurer Account is a continuation budget with any increase the result of inflation.
- 8) The Assessing Account is a continuation budget with any increase a result of inflation on related labor cost increases and an increase on contracted service for neighborhood audits.
- 9) The Elections Account has been budgeted with the understanding that 2024 will have four elections – the February (or March) Presidential Primary election, the May school election, the August Primary election, and the November General election. As a result, this Account is increased↑ by about \$140k over current.
- 10) The Building and Grounds Account expenditures have been increased↑ by about \$30k over previous for a total of almost \$197k. The major capital costs for this account include the following:
  - \$17k to replace wallpaper (*20+ years old and no longer repairable*) with paint;
  - \$4k to replace certain portions of landscaping;
  - \$8k to add Building #3 to the emergency generator power; and,
  - \$3k to replace sections of lighting with LED.
- 11) The Community Development Account is a continuation budget at \$760k. However, expenditures are about \$68k more↑ than previous mostly due to the cost of the rental inspector and \$5k for tuition reimbursement for the Assistant Planner’s MPA program.

It is also noted that Senior Planner Rory Thibault will be promoted to Community Development Director effective January 1<sup>st</sup> – assuming a role that Cargo has filled since

the former Director accepted a position in another state in November of 2021.

12) The Storm Drains Account is funding an estimated over \$109k for at-large drain maintenance costs, which is a reduction↓ of about \$30k over previous. *(It is noted that the Township is still awaiting the final bond cost and assessment for the Grand Oaks #3 storm drain assessment district – i.e., about \$1 million bond over 20 years – that should be constructed during 2024.)*

13) The Road Construction Account is no longer utilized. Rather, the General Fund will transfer \$500k to the Municipal Street Fund to supplement the maintenance monies that this Fund will expend on street maintenance during FY2023.

*[Because Act 51 monies (i.e., gas and weight taxes) are insufficient for the Ottawa County Road Commission to maintain the county roads, GHT has used General Fund monies to supplement the Road Commission's maintenance activities. Specifically, the following road maintenance activities are allotted to the Township:*

- *all subdivision resurfacing;*
- *all dust control; and,*
- *some gravel road maintenance.]*

14) The Street Lighting Account is a continuation budget at about \$132k with Special Assessment Lighting District (SALD) revenues covering about 91% of the cost. *(Recall that GHT pays for certain intersection lights as opposed to having these lights included in any SALD.)*

15) The Waste Collection Account is a continuation budget at about \$15k.

16) The Cemetery Account is a continuation budget at almost \$245k; but is about \$34k higher↑ than previous due to \$30k to replace a 2002 mower and \$2k for aluminum grave support planks.

17) The Planning Commission Account is a continuation budget at \$17k with no special projects.

18) The Zoning Board of Appeals Account is a continuation budget at almost \$4k.

19) The Parks and Recreation Account will decrease↓ by about \$98k with a total of \$679k on operations. For FY2024, the following maintenance and capital purchases are noted:

- a. \$50k for ten (10) new soccer goals and nets.
- b. \$15k for concrete parking bumpers at Schmidt Heritage Park.
- c. \$ 9k to upgrade the front entrance to Hofma Park.
- d. \$ 6k to add security cameras at Hofma Preserve.
- e. \$13k for professional fees for a MNRTF application for the Groesbeck Street entrance to Hofma Preserve.
- f. \$ 5k for new maintenance equipment (*e.g., trimmers, blowers, etc.*).

- g. \$60k for normal maintenance.
- h. \$24k for fertilizer applications.
- i. \$37k for equipment and vehicle maintenance.

20) The Appropriations Transfers Account sends:

- a. \$500k for street maintenance activities. *(This is in addition to the \$436k used for the street maintenance from the Municipal Street Fund.)*
- b. \$825k for pathway maintenance activities in the Pathway Fund. *(This is in addition to the \$382k being used from the Pathway Fund.)*
- c. \$214k for information technology, which is a reduction↓ of about \$25k over previous.
- d. \$ 5k for Retiree Health costs related to retiree health care for certain covered retirees. *(Retiree health care costs have been abolished for all employees – except the full-time union Fire/Rescue staff.)*

**2 - Municipal Street Fund:**

This Fund accounts for monies related to the .9408 millage approved by the voters in 2011 and renewed in 2021.

**The Municipal Street Fund budget will have revenues of about \$1.41 million and expenditures of almost \$1.51 million.** The monies are used for two purposes. First, a portion of the monies (*i.e., an amount equal to 0.60 mills*) are utilized to fund Harbor Transit service in the Township, which is estimated to be about \$569k during FY2024.

Second, a portion of the monies (*i.e., an amount equal to 0.34 mills or about \$331k*) are added to General Fund Transfer monies and utilized for road maintenance work, which is estimated to be about \$1 million during FY2024, which includes as follows:

- ✓ Dust Control - \$ 36k
- ✓ Subdivision Resurfacing - \$900k

The fund balance of the Municipal Street Fund will be about **\$77k** at the end of FY2024.

**3 - Fire Fund:**

The budget for the Fire/Rescue Department reflects the 2014 voter approved millage rate of 1.9 mills, which was renewed in FY2022.

**The Fire/Rescue budget will have revenues of about \$1.96 million and expenditures of about \$1.71 million.** The Fire/Rescue fund balance is projected to be \$1.15 million at the end of FY2024.

The table below is used to annually compare the projected fund balances that were presented to the voters in 2014 to the actual/budgeted fund balance. The Township will be **far above**↑ projections at the end of FY 2024 – about \$910k higher↑ or 383% above↑ projections.

Fire/Rescue Millage - Projected Fund Balance vs. Actual/Budgeted									
Year	Original 2014 Projected Surplus	Original 2014 Projected CIP Costs	Original 2014 Projected Fund Balance	Actual (A) / Budgeted (B) CIP Costs	Actual (A) / Budgeted (B) Surplus (Deficit)	Actual (A) / Budgeted (B) Fund Balance			% Difference Projected vs. Actual
2014			\$93,348			\$80,423	A		-13.85%
2015	\$100,000	\$30,000	\$163,348	\$24,160	A \$78,129	A \$158,552	A		-2.94%
2016	\$100,000	\$31,000	\$232,348	\$47,729	A \$126,302	A \$284,854	A		22.60%
2017	\$100,000		\$332,348	\$13,775	A \$160,815	A \$445,669	A		34.10%
2018	\$100,000	\$52,700	\$387,348	\$69,747	A \$137,644	A \$583,313	A		50.59%
2019	\$100,000		\$487,348	\$174,977	A \$18,379	A \$601,692	A		23.46%
2020	\$100,000	\$712,000	\$587,348	\$597,970	A (\$257,520)	A \$344,172	A		-41.40%
2021	\$100,000	\$139,000	\$7,348	\$93,882	A \$474,537	A \$818,709	B		11041.93%
2022	\$100,000		\$107,348	\$313,291	A (\$97,196)	A \$721,513	A		572.13%
2023	\$100,000	\$18,000	\$189,348	\$88,000	B \$182,740	B \$904,253	B		377.56%
2024	\$100,000	\$52,000	\$237,348	\$30,000	B \$243,040	B \$1,147,293	B		383.38%
2025	\$100,000		\$337,348						

The Fire/Rescue budget contains the following highlights:

- a. Purchase six sets of turnout gear at \$25k.
- b. Hearing protection / communication headsets for 1041 at \$8k.
- c. \$25k in OPEB costs (*i.e., retiree health care*) for the IAFF union members.
- d. \$62k for Information Technology Services.

It is noted that the Fire Fund labor costs do not reflect any changes from the pending collective bargaining agreement with the IAFF Local 4475. Although most of the proposed contract has “tentative agreement,” until it is reviewed and approved by the Township Board, it will not be included in the FY2024 budget.

#### **4 - Police Services SAD Fund:**

This budget accounts for Special Assessment District (SAD) monies (*equal to 0.55 mills*) that are used to provide police services through contracts with the Ottawa County Sheriff’s Department.

**The fund is estimated to have \$603k in revenues and expenditures at \$674k for FY 2024.** (*This fund pays for 3.3 COPS deputies, who supplement the work of the Sheriff’s department in GHT. A portion of the costs for the high school officer is funded by the GHAPS. An additional officer is added for the summer months.*)

It is noted the renovation of the restroom (*i.e., \$38k*) that is scheduled for FY2024 will be included as an alternative to the new Fire/Rescue construction bid.

Cash reserves in the Police Services SAD Fund are projected to decrease↓ by about \$72k to about **\$171k** at the end of FY2024.

### **5 - Downtown Development Authority:**

Early this year, the Township approved a new **Development/TIF Plan** for an expanded Downtown Development District that will add about **\$23.2 million** in new infrastructure during the next 25± years – with Fiscal Year 2024 being the initial year of the Plan.

Currently, the DDA has cash reserves of about **\$3.25 million** and has FY2024 projected revenues of about **\$1.08 million** with estimated expenditures of **\$2.03 million**.

Specifically, staff are recommending one capital project listed in the Development Plan – extending municipal water from the west-side of US-31 at Buchanan Street to the east-side (*i.e., bore & jack the railroad and highway to allow for the future extension of water along the highway and Buchanan Street*).

It is expected that the DDA Fund will have about **\$2.30 million** in cash reserves at the end of FY2024. This should allow for another capital project(s) in FY2024.

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

All the ARPA monies will be expended by the end of FY2024. (*It is note that if the ARPA monies were expended by the end of FY2023, the Township would have qualified for a 1% increase↑ in the statutory portion of State Shared Revenues – which would have amounted to about \$615. Unfortunately, staff were not able to accomplish this goal without some accounting “gimmicks” with which staff were uncomfortable.*)

All of the remaining ARPA monies (*including interest earned*) – which amounts to about \$985k – will be spent on the third transmission water main project.

However, if Ottawa County develops a broadband project designed to construct the “middle mile” (*i.e., middle mile is the physical fiber optic infrastructure needed to enable broadband internet connectivity*), staff will propose a budget amendment to allow a portion of the ARPA monies (*i.e., up to \$380k*) to support the project.

The ARPA Fund will have zero cash reserves or monies at the end of FY2024.

### **7 & 8 & 9 - Debt Funds – Fire Station & Parks Debt Service & Pathways Debt Service:**

The three debt funds are a budgeting “no-brainer.” GHT collects the revenues and pays the bonds pursuant to the bonds’ repayment schedules. **The total debt revenue collected will be about \$1.63 million** from these three funds.

Further, **a total of about \$1.44 million in debt payments will be made during 2024** from the Parks Debt Fund and the Pathway Debt Fund.

### **10 – Fire Station Construction Fund:**

The Fire Station Construction Fund will start the year with a fund balance of about **\$11.32 million**. Further, the Fund will collect about **\$281k** in revenues from interest income and incur an estimated **\$11.04 million** in expenditures – with about \$1.06 million in professional fees and the remaining expenditures related to construction and equipment purchases.

The fund balance of the Fire Station Construction Fund is estimated at **\$560k** at the end of FY2024. If these funds are not needed for the Fire/Rescue station, they will be used to pay-off the bonds.

### **11 – Pathway Fund:**

The Pathway Fund will collect about **\$1.25 million** in revenues and incur an estimated **\$1.39 million** in expenditures.

The major costs for the Pathway Fund include:

- a. \$845k to resurface the Lakeshore Drive pathway from Buchanan Street to the Little Pigeon boardwalk.
- b. \$309k toward the Pathway Debt.

The fund balance of the Pathway Fund will be an estimated \$19k at the end of FY2024.

### **12 – Parks Construction Fund**

The Parks Construction Fund does not have any capital projects in FY2024 – and has little activity in the budget. The Fund will have about **\$6k** in revenues – from earned interest. Further, there are no expected expenditures.

The cash reserves of this Fund are expected to be about \$675k at the end of the fiscal year and the Fund will be maintained until the next major Parks capital project.

### **13 – Sewer Fund:**

**The Sewer Fund will collect about \$2.86 million in revenues and incur an estimated \$3.17 million in expenditures.** (See the “Yearly Wastewater Totals & Projections” spreadsheet.)

The significant costs within the Sewer Fund budget include the following:

- a. \$738k to replace a portion of the Ferris Street force main (*an estimated 1,540 linear feet to be replaced*).
- b. \$1.78 million to connect the Christian Reformed Conference Grounds to the sanitary sewer system.
- c. \$260k to process an estimated 121.1 million gallons of wastewater collected.
- d. \$ 62k for administrative overhead.
- e. \$ 82k in debt payments.

- f. \$ 38k for routine maintenance of the system.
- g. \$ 17k for Information Technology Services.

The cash reserves of the Sewer Fund are estimated to decrease↓ by about \$307k to a projected **\$1.13 million** at the end of FY 2024.

**14 - Water Fund:**

**The Water Fund will collect about \$7.96 million in revenues and incur an estimated \$8.88 million in expenditures.** (See the spreadsheet entitled “NOWS/Grand Rapids Water Totals & Projections.”)

The revenues are based on the sale of about **696.6 million** gallons of potable water and fifty (50) new connections to the water system.

It is also noted that Ottawa County will sell bonds in the amount of \$3.5 million to fund a portion of the third water transmission main construction project ... and a transfer of an additional \$985k from the ARPA Fund will also occur to fund a portion of this capital project.

The significant costs within the Water fund include the following:

- a. \$6.25 million for the third transmission main construction project
- b. \$861k to purchase about 780.6 million gallons of water.
- c. \$246k for administrative overhead
- d. \$ 62k for meter purchases
- e. \$ 23k for hydrant purchases
- f. \$ 34k for service line purchases
- g. \$137k for contracted services associated with a projected 20 new water connections, 30 service line breaks and 2 water main breaks (*Staff will be contracting with a second firm to assist with contracted services in 2024.*)
- h. \$ 16k for hydrant repair and maintenance
- i. \$ 81k for Information Technology Services, and
- j. \$383k for various debt payments.

The cash reserves of the Water Fund are projected to decrease↓ by about \$918k to an estimated **\$3.73 million**.

**15 - Information Technology:**

Information Technology (IT) costs for FY2024 has revenues of almost **\$375k** – with the following transfers into this Fund:

- General Fund Transfer = \$214k (or 57.1%)
- Fire/Rescue Fund Transfer = \$ 62k (or 16.6%)
- Sewer Fund Transfer = \$ 17k (or 4.6%)
- Water Fund Transfer = \$ 81k (or 20.9%)

The expenditures are also \$424k for the IT budget and can be divided into the following four major categories:

- Software & License fees = \$241k (about 56.8%)
- IT professional fees = \$100k (about 23.5%)
- Computer hardware costs = \$ 19k (about 4.5%)
- New VoIP Phone System = \$ 28k (about 6.6%)
- Replace Copy Room 2015 copy machine = \$ 28k (about 6.6%)
- Web/Email Migration project from .org to .gov = \$ 5k (about 1.2%)

The fund balance will be at about \$11k at the end of the FY2024.

### **16 – Employee Retiree Health Care Trust Fund:**

Other Post-Employment Benefits (OPEB) is an accounting concept created by the Governmental Accounting Standards Board (GASB) that is designed to address expenses that entities may or may not be legally bound to pay but pay as a moral obligation. For GHT, the only OPEB cost is a retiree medical benefits plan that provides health insurance for current retirees and IAFF union members (*i.e., full-time fire fighters*) between the ages of 60 and 65 and a Medicare “filler” insurance program after age 65.

Recall that the Township transferred the OPEB Fund monies into a Trust Fund in 2016 in order that contributions for retiree health care on behalf of current retirees and full-time fire fighters could be counted toward any OPEB liability – which will allow this obligation to be fully funded pursuant to an amortization schedule prepared by Watkins Ross.

**OPEB contributions from the appropriate funds are projected at \$31k while the OPEB costs for 2024 are budgeted at \$32k.** The projected fund balance for this Trust Fund will be about \$177k at the end of the 2024 fiscal year.

### **Personnel Costs – Wage Study:**

This last section highlights various aspects of the personnel costs contained in the budget, including the following:

- ☑ The budget applied a **3.2%** cost-of-living allowance on the Wage Scale.
- ☑ The Township is planning to stay with Blue Care Network’s HMO HSA. Although the HSA contribution is unchanged, this medical insurance will increase↑ by about 10.31%, which is slightly less than the projected 12% and an aggregate increase of about \$33k.
- ☑ Pursuant to Michigan’s Publicly Funded Health Insurance Contribution Act (*i.e., P.A. 152*), GHT will remain **below**↓ the “hardcap” rule. Because the Township will receive CVTRS monies (*i.e., about \$61k in statutory state shared revenues*) for FY 2024, it is required that GHT stay below the “hardcap” or require employees to pay 20% of health care costs.
- ☑ The employee contribution payments, not including their high deductible amount, for health insurance are as follows:
  - Single - \$ 58/month
  - Double - \$ 170/month

- Family - \$ 104/month
- ☑ The 2024 premium for the Priority Medicare Individual Plan (*for retirees aged 65 and above*) have not been released; but, for budget purposes, remains at \$90 per month.
- ☑ The health care waiver payments for full-time employees have been adjusted to 30% of the Michigan hardcap levels:
  - Single - \$192.57/month
  - Double - \$402.73/month
  - Family - \$402.73/month
- ☑ The dental care waiver payments for full-time employees will remain at the following levels:
  - Single - \$ 15.94/month
  - Double - \$ 29.56/month
  - Family - \$ 51.24/month
- ☑ Delta Dental insurance premium rates of employees are increased↑ by 3.4%. Premium rates are locked in through December of 2024.
- ☑ Vision insurance premium rates are fully funded by employees.
- ☑ Life Insurance premium rates for employees are unchanged. Premium rates are locked in through December of 2024.
- ☑ Short Term Disability premium rates for employees are unchanged. Premium rates are locked in through December of 2025.
- ☑ Long Term Disability premium rates for employees are unchanged. Premium rates are locked in through December of 2025.

To approve the FY2024 Budget, as presented, the following motion can be offered:

**Motion to approve Resolution 23-11-08 approving the FY2024 Budget, as presented, with sixteen (16) Funds totaling about \$38.54 million.**

If you have any questions or comments, please contact either Cargo or Sandoval at your convenience.

**GRAND HAVEN CHARTER TOWNSHIP  
BUDGET RESOLUTION 23-11-08 FOR ADOPTION  
BY THE GRAND HAVEN CHARTER TOWNSHIP BOARD  
OF THE 2024 FISCAL YEAR BUDGET**

A resolution to establish the general appropriations act of the Charter Township of Grand Haven for the Fiscal Year 2024, a resolution to make appropriations, approve certain fee increases, to provide for the expenditure of appropriations; to provide for the disposition of income received by the Township; to define the powers and duties of Township officers in relation to the administration of the budget; and, to provide remedies for refusal or neglect to comply with the requirements of this resolution.

The Board of Trustees of Grand Haven Charter Township resolves:

**SECTION 1: TITLE**

This resolution shall be known as the 2024 Grand Haven Charter Township Appropriations Act.

**SECTION 2: CHIEF ADMINISTRATIVE OFFICER**

The Township Superintendent, pursuant to state law, shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this resolution.

**SECTION 3: FISCAL OFFICER**

The Township Finance Director shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this resolution.

**SECTION 4: PUBLIC HEARING ON THE BUDGET**

Pursuant to MCLA 42.26, notice of a public hearing on the proposed budget was published in the Grand Haven Tribune, a newspaper of general circulation on November 17, 2023, and a public hearing on the proposed budget was held on November 27, 2023, at 7:00 p.m. at the Township Hall. Further, a copy of the line-item budget was provided for the public on the computer in the lobby of the Administrative Building and on the web site in the Board packet material for both the November 13<sup>th</sup> and November 27<sup>th</sup> meetings (i.e., <https://ght.org/boards/meeting-packets/>).

**SECTION 5: ESTIMATED REVENUES AND EXPENDITURES OF VARIOUS FUNDS**

**SUBSECTION A: GENERAL FUND**

The total revenues and unreserved fund balance estimated to be available for appropriations in the **GENERAL FUND** of Grand Haven Charter Township, including an allocated millage of 1.0221 mills; voter authorized millage of 0.0 mills, and various other revenues for the Fiscal Year 2024 are as follows:

<b>REVENUE</b>		<b>NOTES</b>
<b>General Fund Revenues</b>	<b>5,020,230</b>	
<b>Fund Balance on 01/01/24</b>	<b>3,223,145</b>	
<b>Total Available Funds</b>	<b>\$8,243,375</b>	

That \$5,252,760 of the total available to appropriate in the **GENERAL FUND** is hereby appropriated in the amounts and for the purposes set forth below:

<b>EXPENDITURE</b>		<b>NOTES</b>
<b>General Fund Expenditures</b>	<b>5,253,760</b>	<b>Budget amendment may be necessary for Spongy Moth spraying</b>
<b>Fund Balance on 12/31/24</b>	<b>\$1,989,615</b>	<b>Undesignated</b>
<b>Fund Balance on 12/31/24</b>	<b>\$1,000,000</b>	<b>Designated</b>

**SUBSECTION B: MUNICIPAL STREET FUND**

That the total revenues and unappropriated cash balance estimated to be available for the appropriation in the **MUNICIPAL STREET FUND** of the Charter Township of Grand Haven, including a voter-authorized millage of 0.9408 mills, and various other revenues for the Fiscal Year 2024 is as follows:

<b>REVENUES</b>		<b>NOTES</b>
<b>Municipal Street Fund Revenues</b>	<b>1,413,670</b>	
<b>Fund Balance on 01/01/24</b>	<b>170,301</b>	
<b>Total Available Funds</b>	<b>\$1,583,971</b>	

That \$1,506,900 of the total available to appropriate in the **MUNICIPAL STREET FUND** is hereby appropriated in the amounts and for the purposes set forth below:

<b>EXPENDITURES</b>		<b>NOTES</b>
<b>Municipal Street Fund Expenditures</b>	<b>1,506,900</b>	<b>\$569k will be transferred to Harbor Transit</b>
<b>Fund Balance on 12/31/24</b>	<b>\$77,071</b>	

**SUBSECTION C: FIRE DEPARTMENT FUND**

That the total revenues and unappropriated cash balance estimated to be available for the appropriation in the **FIRE DEPARTMENT FUND** of the Charter Township of Grand Haven, including a voter-authorized millage of 1.9 mills for the Fiscal Year 2024 is as follows:

<b>REVENUES</b>		<b>NOTES</b>
<b>Fire Fund Revenues</b>	<b>1,956,630</b>	
<b>Fund Balance on 01/01/24</b>	<b>904,256</b>	
<b>Total Available Funds</b>	<b>\$2,860,886</b>	

That \$1,713,590 of the total available to appropriate in the **FIRE DEPARTMENT FUND** is hereby appropriated in the amounts and for the purposes set forth below:

<b>EXPENDITURES</b>		<b>NOTES</b>
<b>Fire Fund Expenditures</b>	<b>1,713,590</b>	
<b>Fund Balance on 12/31/24</b>	<b>\$1,147,296</b>	

**SUBSECTION D: POLICE SERVICES SAD FUND**

That the total revenues and unappropriated cash balance estimated to be available for the appropriation in the **POLICE SERVICES SAD FUND** of the Charter Township of Grand Haven, including a township-wide special assessment levy equal to 0.5500 mills on the taxable value of real property, and various other revenues for the Fiscal Year 2024 is as follows:

<b>REVENUES</b>		<b>NOTES</b>
<b>Police SAD Fund Revenues</b>	<b>602,640</b>	
<b>Fund Balance on 01/01/24</b>	<b>242,807</b>	
<b>Total Available Funds</b>	<b>\$845,447</b>	

That \$673,950 of the total available to appropriate in the **POLICE SERVICES SAD FUND** is hereby appropriated in the amounts and for the purposes set forth below:

<b>EXPENDITURES</b>		<b>NOTES</b>
<b>Police SAD Fund Expenditures</b>	<b>673,950</b>	<b>Funds portion of 5 Sheriff deputies</b>
<b>Fund Balance on 12/31/24</b>	<b>\$171,497</b>	

**SUBSECTION E: DOWNTOWN DEVELOPMENT AUTHORITY**

That the total revenues and unappropriated cash balance estimated to be available for the appropriations in the **DOWNTOWN DEVELOPMENT AUTHORITY FUND** of the Charter Township of Grand Haven for the Fiscal Year 2024 is as follows:

<b>REVENUES</b>		<b>NOTES</b>
<b>DDA Fund Revenues</b>	<b>1,082,170</b>	
<b>Fund Balance on 01/01/24</b>	<b>3,233,865</b>	
<b>Total Available Funds</b>	<b>\$4,316,035</b>	

That \$2,034,060 of the total available to appropriate in the **DOWNTOWN DEVELOPMENT AUTHORITY FUND** is hereby appropriated in the amounts and for the purposes set forth below:

<b>EXPENDITURES</b>		<b>NOTES</b>
<b>DDA Fund Expenditures</b>	<b>2,034,060</b>	
<b>Fund Balance on 12/31/24</b>	<b>\$2,281,975</b>	

**SUBSECTION F: AMERICAN RESCUE PLAN ACT (ARPA) FUND**

That the total revenues and unappropriated cash balance estimated to be available for appropriations in the **ARPA FUND** of the Charter Township of Grand Haven, including various other revenues for the Fiscal Year 2024 is as follows:

<b>REVENUES</b>		<b>NOTES</b>
ARPA Fund Revenues	<b>1,000,000</b>	All ARPA monies must be obligated by 12/31/24
Fund Balance on 01/01/24	<b>40,241</b>	
Total Available Funds	<b>\$1,040,241</b>	

That \$985,000 of the total available to appropriate in the **ARPA FUND** is hereby appropriated in the amounts and for the purposes set forth below:

<b>EXPENDITURES</b>		<b>NOTES</b>
ARPA Fund Expenditures	<b>985,000</b>	
Fund Balance on 12/31/24	<b>\$ 55,241</b>	Budget amendment <u>will</u> be necessary

**SUBSECTION G: DEBT SERVICE FUND – FIRE STATION**

That the total revenues and unappropriated cash balance estimated to be available for appropriations in the **DEBT SERVICE FUND – FIRE STATION** of the Charter Township of Grand Haven, including a voter-authorized millage rate of 0.9000 mills, and various other revenues for the Fiscal Year 2024 is as follows:

<b>REVENUES</b>		<b>NOTES</b>
Fire Station Debt Fund Revenues	<b>945,290</b>	
Fund Balance on 01/01/24	<b>0</b>	
Total Available Funds	<b>\$945,290</b>	

That \$784,390 of the total available to appropriate in the **DEBT SERVICE FUND - PARKS** is hereby appropriated in the amounts and for the purposes set forth below:

<b>EXPENDITURES</b>		<b>NOTES</b>
Station Debt Fund Expenditures	<b>784,390</b>	Bond Expires in 2043
Fund Balance on 12/31/24	<b>\$160,900</b>	

**SUBSECTION H: DEBT SERVICE FUND - PARKS**

That the total revenues and unappropriated cash balance estimated to be available for appropriations in the **DEBT SERVICE FUND - PARKS** of the Charter Township of Grand Haven, including a voter-authorized millage rate of 0.3500 mills, and various other revenues for the Fiscal Year 2024 is as follows:

<b>REVENUES</b>		<b>NOTES</b>
<b>Park Debt Fund Revenues</b>	<b>371,280</b>	
<b>Fund Balance on 01/01/24</b>	<b>69,805</b>	
<b>Total Available Funds</b>	<b>\$441,085</b>	

That \$350,700 of the total available to appropriate in the **DEBT SERVICE FUND - PARKS** is hereby appropriated in the amounts and for the purposes set forth below:

<b>EXPENDITURES</b>		<b>NOTES</b>
<b>Park Debt Fund Expenditures</b>	<b>350,700</b>	
<b>Fund Balance on 12/31/24</b>	<b>\$ 90,385</b>	

**SUBSECTION I: DEBT SERVICE FUND – PATHWAYS**

That the total revenues and unappropriated cash balance estimated to be available for appropriations in the **DEBT SERVICE FUND – PATHWAYS** of the Charter Township of Grand Haven, including a voter-authorized millage rate of 0.00 mills, and various other revenues for the Fiscal Year 2024 is as follows:

<b>REVENUES</b>		<b>NOTES</b>
<b>Pathways Debt Fund Revenues</b>	<b>308,620</b>	100% from Pathway Fund
<b>Fund Balance on 01/01/24</b>	<b>10</b>	
<b>Total Available Funds</b>	<b>\$308,630</b>	

That \$308,620 total available to appropriate in the **DEBT SERVICE FUND – PATHWAYS** is hereby appropriated in the amounts and for the purposes set forth below:

<b>EXPENDITURES</b>		<b>NOTES</b>
<b>Pathways Debt Expenditures</b>	<b>308,620</b>	Bond Expires in 2035
<b>Fund Balance on 12/31/24</b>	<b>\$ 10</b>	

**SUBSECTION J: FIRE STATION CONSTRUCTION FUND**

That the total revenues and unappropriated cash balance estimated to be available for appropriations in the **FIRE STATION CONSTRUCTION FUND** of the Charter Township of Grand Haven for the Fiscal Year 2024 is as follows:

<b>REVENUES</b>		<b>NOTES</b>
<b>Fire Construction Fund Revenues</b>	<b>281,500</b>	
<b>Fund Balance on 01/01/24</b>	<b>11,321,540</b>	
<b>Total Available Funds</b>	<b>\$11,325,250</b>	

That \$11,043,750 total available to appropriate in the **FIRE STATION CONSTRUCTION FUND** is hereby appropriated in the amounts and for the purposes set forth below:

<b>EXPENDITURES</b>		<b>NOTES</b>
Pathway Expenditures	<b>11,321,540</b>	
Fund Balance on 12/31/24	<b>\$559,290</b>	

**SUBSECTION K: PATHWAY FUND**

That the total revenues and unappropriated cash balance estimated to be available for appropriations in the **PATHWAY FUND** of the Charter Township of Grand Haven, including a voter-authorized millage rate of 0.4287 mills, and various other revenues for the Fiscal Year 2024 is as follows:

<b>REVENUES</b>		<b>NOTES</b>
Pathway Fund Revenues	<b>1,251,890</b>	
Fund Balance on 01/01/24	<b>151,292</b>	
Total Available Funds	<b>\$1,403,182</b>	

That \$1,384,340 total available to appropriate in the **PATHWAY FUND** is hereby appropriated in the amounts and for the purposes set forth below:

<b>EXPENDITURES</b>		<b>NOTES</b>
Pathway Expenditures	<b>1,384,340</b>	
Fund Balance on 12/31/24	<b>\$18,842</b>	

**SUBSECTION L: PARKS CONSTRUCTION FUND**

That the total revenues and unappropriated cash balance estimated to be available for appropriations in the **PARKS CONSTRUCTION FUND** of the Charter Township of Grand Haven, including various grants and other revenues for the Fiscal Year 2024 is as follows:

<b>REVENUES</b>		<b>NOTES</b>
Parks Construction Fund Revenues	<b>6,000</b>	
Fund Balance on 01/01/24	<b>668,880</b>	
Total Available Funds	<b>\$674,880</b>	

That \$0 total available to appropriate in the **PARKS CONSTRUCTION FUND** is hereby appropriated in the amounts and for the purposes set forth below:

<b>EXPENDITURES</b>		<b>NOTES</b>
Pathway Expenditures	<b>0</b>	Bond Expires in 2041
Fund Balance on 12/31/24	<b>\$674,880</b>	

**SUBSECTION M: SEWER DEPARTMENT**

That the total revenues and unappropriated cash balance estimated to be available for appropriations in the **WASTEWATER FUND** of the Charter Township of Grand Haven for the Fiscal Year 2024 is as follows:

<b>REVENUES</b>		<b>NOTES</b>
Wastewater Fund Revenues	<b>2,863,060</b>	Christian Reformed Conference Grounds contributing \$1,771,500
Cash Reserves on 01/01/24	<b>1,433,386</b>	
<b>Total Available Funds</b>	<b>\$4,296,446</b>	

That \$3,170,190 of the total available to appropriate in the **WASTEWATER FUND** is hereby appropriated in the amount and for the purposes set forth below:

<b>EXPENDITURES</b>		<b>NOTES</b>
Wastewater Fund Expenditures	<b>3,170,190</b>	
Cash Reserves on 12/31/24	<b>\$1,126,256</b>	

**SUBSECTION N: WATER FUND**

That the total revenues and unappropriated cash balance estimated to be available for the appropriations in the **WATER FUND** of the Charter Township of Grand Haven for the Fiscal Year 2024 is as follows:

<b>REVENUES</b>		<b>NOTES</b>
Water Fund Revenues	<b>7,959,210</b>	Bond monies contribute \$3.5 million ARPA monies contribute \$985k
Cash Reserves on 01/01/24	<b>4,649,550</b>	
<b>Total Available Revenues</b>	<b>\$12,608,760</b>	

That \$8,876,940 of the total available to appropriate in the **WATER FUND** is hereby appropriated in the amount and for the purposes set forth below:

<b>EXPENDITURES</b>		<b>NOTES</b>
Water Fund Expenditures	<b>8,876,940</b>	
Cash Reserves on 12/31/24	<b>\$3,731,820</b>	

**SUBSECTION O: IT SERVICE FUND**

That the total revenues and unappropriated cash balance estimated to be available for the appropriations in the **IT SERVICE FUND** of the Charter Township of Grand Haven for the Fiscal Year 2024 is as follows:

<b>REVENUES</b>		<b>NOTES</b>
IT Service Fund Revenues	<b>374,800</b>	
Cash Reserves on 01/01/24	<b>61,252</b>	
<b>Total Available Revenues</b>	<b>\$436,052</b>	

That \$424,370 of the total available to appropriate in the **IT SERVICE FUND** is hereby appropriated in the amount and for the purposes set forth below:

<b>EXPENDITURES</b>		<b>NOTES</b>
<b>IT Service Fund Expenditures</b>	<b>424,370</b>	
<b>Cash Reserves Balance on 12/31/24</b>	<b>\$11,682</b>	

**SUBSECTION P: RETIREE HEALTH CARE TRUST FUND**

That the total revenues and unappropriated cash balance estimated to be available for the appropriations in the **RETIREE HEALTH CARE TRUST FUND** of the Charter Township of Grand Haven for the Fiscal Year 2024 is as follows:

<b>REVENUES</b>		<b>NOTES</b>
<b>Transfer Fund Revenues</b>	<b>31,170</b>	
<b>Fund Balance on 01/01/24</b>	<b>177,627</b>	
<b>Total Available Revenues</b>	<b>\$208,797</b>	

That \$31,460 of the total available to appropriate in the **RETIREE HEALTH CARE TRUST FUND** is hereby appropriated in the amount and for the purposes set forth below:

<b>EXPENDITURES</b>		<b>NOTES</b>
<b>Retiree Health Fund Expenditures</b>	<b>31,460</b>	
<b>Fund Balance on 12/31/24</b>	<b>\$177,337</b>	

**SECTION 6: ADOPTION BY REFERENCE**

1. The 2024 Budget Year Worksheet of Grand Haven Charter Township is hereby adopted by reference, with the revenues and activity expenditures as indicated in Section 5 of this resolution.
2. The 2024 GHT Wage Scale is hereby adopted by reference and shall be utilized for offers of employment throughout FY2024.
3. The 2024 GHCT Fee Schedule is hereby adopted by reference and shall be utilized for all fees applied by staff for services rendered throughout FY2024.

**SECTION 7: ADOPTION OF BUDGET BY ACTIVITY**

The Grand Haven Charter Township Board of Trustees adopts the 2024 Fiscal Year budget by activity. The Township Fiscal Officer, who is responsible for the expenditures authorized in the budget, may expend Township funds up to, but not to exceed, the total appropriation authorized in each activity.

**SECTION 8: INSURANCE BENEFITS**

Monies for the following insurances are included within the budget:

1. Health Insurance – Blue Care Network High Deductible Health Plan - HMO HSA (*for full-time staff with about 10% of premium funded by staff with 7 expected waivers*)

- HSA Payment Single = \$1,125
- HSA Payment Double = \$2,250
- HSA Payment Family = \$2,250

Employee premium insurance contributions for the Blue Care Network HMO HSA Plan are as follows:

- Single (6) - \$ 58/month
- Double (4) - \$ 170/month
- Family (12) - \$ 104/month

2. The health care waiver payments for full-time employees are at 30% of the Michigan hardcap levels that for 2024 are at the following levels:

- Single (2) - \$192.57/month
- Double (3) - \$402.73/month
- Family (2) - \$402.73/month

3. The dental care waiver payments for full-time employees will remain at the following levels:

- Single (1) - \$ 15.94/month
- Double (3) - \$ 29.56/month
- Family (0) - \$ 51.24/month

4. Retiree Medicare Supplemental Health Insurance - Priority Medicare Individual Plan (*for retirees above the age of 65*)

5. Dental Insurance – Delta Dental PPO (*for full-time staff*)

6. Short Term Disability – Mutual of Omaha (*for all staff*)

7. Long Term Disability - Mutual of Omaha (*for all staff*)

8. Workers Compensation – Manufacturing Technology Mutual Insurance (*for full-time and part-time staff*)

9. Life and AD&D Insurance – Mutual of Omaha

- \$30,000 (*for full-time staff and part-time fire/rescue staff*)
- \$60,000 (*for full-time staff who are also part-time fire/rescue staff*)
- \$100,000 (*for superintendent position*)

10. Liability & Vehicle Insurance – Par Plan

## **SECTION 9: STAFFING**

Monies for the following staffing levels are included within the budget:

## Township Board

Position Title	# Positions	# Filled	# Vacant
Supervisor	1	1	0
Clerk	1	1	0
Treasurer	1	1	0
Trustees	4	4	0

## Administration

Position Title	# Positions	# Filled	# Vacant
Township Superintendent	1	1	0
Assistant Manager/Human Resources Director	1	1	0
Administrative Assistant – Community Development/Administration	1	1 (FT - shared)	0
Administrative Assistant – General Office and Elections (Deputy Clerk)	1	1 (FT - shared)	0

## Assessing

Position Title	# Positions	# Filled	# Vacant
Director of Assessing/Deputy Treasurer	1	1	0
Appraiser ( <i>replaced with contract employees</i> )	1	0	0

## Community Development

Position Title	# Positions	# Filled	# Vacant
Community Development Director	1	1	0
Associate Planner	1	1	0
Building Official/Plan Reviewer	1	1	0
Building Inspector/Plan Reviewer	1	1	0
Ordinance Enforcement Officer	1	1 (PT-24 hours)	0
Rental Inspection Officer	1	1 (PT-24 hours)	0
Mechanical & Plumbing Inspector (contract)	1	1 (independent contractor)	0
Electrical Inspector (contract)	1	1 (independent contractor)	0

## Elections

Position Title	# Positions	# Filled	# Vacant
Election Assistant (temporary & part-time)	4	4	0

Election Workers (7 precincts, AV Counting Board and Receiving Board)	65	65	0
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### Finance

Position Title	# Positions	# Filled	# Vacant
Director of Finance	1	1	0
Finance Clerk	1	1	0
Administrative Assistant - Finance	1	1	0

### Fire/Rescue

Position Title	# Positions	# Filled	# Vacant
Fire Chief	1	1	0
Fire Captain	1	1	0
Fire Lieutenant	3	3	0
Fire Fighter/Equipment Operator	3	3	0
Fire Fighter (part-time)	26	21	5

### Public Services

Position Title	# Positions	# Filled	# Vacant
Director of Public Services	1	1	0
Assistant Public Services Director	1	1	0
Public Services Administrative Coordinator	1	1	0
Public Services Foreman	2	2	0
Public Services Worker – Cemetery	1	1	0
Public Services Worker	4	4	0
Public Services Clerk	1	1 (PT-16 hours)	
Public Services Laborer (seasonal)	5	0	5
Beach Attendant (seasonal)	1	0	1
Gate Keeper (seasonal - contract)	1	1	0

### Township Boards, Commissions, and Committees

Position Title	# Positions	# Filled	# Vacant
Ambulance Oversight Committee (one is Township staff)	1	1	0
Board of Review	3 (+ 1 alternate)	4	0
Construction Board of Appeals	5	5	0
Downtown Development Authority / Brownfield Redevelopment Authority (one is elected official)	9	9	0

Elections Commission (all are elected officials)	3	3	0
Grand Haven Spring Lake Sewer Authority Board (one is the superintendent)	1 (+ alternate)	2	0
Harbor Transit Authority Board (one is the superintendent)	1 (+ alternate)	2	0
Hofma Park Commission	3	3	0
Loutit District Library Authority Board	3	3	0
North Ottawa Community Hospital Board	1	1	0
North Ottawa Recreation Authority Board (one is an elected official)	2 (+ alternate)	3	0
North Ottawa Water System Administration Committee (one is the superintendent)	1 (+ alternate)	2	0
Ordinance Review Committee (all are elected officials)	3	3	0
Parks and Recreation Committee (one is an elected official)	6	6	0
Personnel Committee (all are elected officials)	3 (+ alternate)	4	0
Planning Commission (one is an elected official)	9	9	0
Public Safety Committee (all are elected officials)	3	3	0
Public Works and Transportation (all are elected officials)	3	3	0
Tax Abatement Review Committee (three are elected officials)	4	4	0
Zoning Board of Appeals (one is an elected official, and one is Planning Commission member)	5 (+ alternate)	6	0

### Contracted Professional Service Agreements

<b>Professional Service Provided</b>
Legal Services (Dickinson Wright)
Engineering Services (Prein and Newhof, Inc.)
Financial Audit Services (Vredeveld Haefner LLC)
Plumbing and Mechanical Inspections (West Shore Inspections, LLC)
Electrical Inspections (Jeff Johnson and/or Joel Hosko)
Assessing Services (Property Assessment Solutions, LLC)
Water Service Connections & Emergency Repairs (Northern Pipeline Contractors)
Ottawa County Sheriff's Department (4.0 FTEs or portion of 5)

## **SECTION 10: TRANSFER AUTHORITY**

The Chief Administrative Officer shall have the authority to make transfers among various line items within an activity.

The line item amounts for salaries and wages, FICA, pension, and employee insurance within and between the Water Fund, Sewer Fund, Pathway Fund, and the General Fund's Building and Grounds Account, Cemetery Account, and Parks Account may be increased or reduced by the Chief Administrative Officer as necessary, if the net effect of the amendment will not exceed the amounts for salary and wages rates established by the Board (*as found in the Pay Rates spreadsheet*) for the staff positions these line items fund.

The line- item amounts for salaries and wages, FICA, pension, and employee insurance within and between the General Fund's Administration Account, Clerk Account and Elections Account may be increased or reduced by the Chief Administrative Officer as necessary, if the net effect of the amendment will not exceed the amounts for salary and wages rates established by the Board (*as found in the Pay Rates spreadsheet*) for the staff positions these line items fund.

## **SECTION 11: PERIODIC FISCAL REPORTS**

The Fiscal Officer shall transmit to the Board at the end of each month a report of financial operations for the previous month (*e.g., prior to the end of July, a report for the month of June shall be sent to the Board*), including, but not limited to:

- A. A summary statement of the actual financial condition of the various funds;
- B. A summary statement showing the revenues and expenditures for the previous month and for the current Fiscal Year;
- C. A detailed list:
  1. Of expected revenues by major source as estimated in the budget; actual receipts to date for the current Fiscal Year compared with actual receipts from the prior Fiscal Year, and any revisions in the revenue estimates resulting from collection experience to date.
  2. For each activity, including the amount appropriated, the amount charged to each appropriation in the previous month and for the Fiscal Year and as compared with the prior Fiscal Year; the unencumbered balance of appropriations, and any revisions in the estimate of expenditures.

## **SECTION 12: LIMIT OF OBLIGATIONS AND PAYMENTS**

No obligation shall be incurred against and no payment shall be made from any appropriation activity unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation. Department heads shall not consider appropriations contained in this resolution as a mandate to expend Township funds.

Prior to completing any single equipment or capital purchase exceeding \$25,000, which has been approved by this resolution, the Chief Administrative Officer shall inform the Board by written memorandum of the proposed expenditure. If the Board does not object to the proposed purchase at its next scheduled meeting, the Fiscal Officer shall have the authority to complete the transaction.

**SECTION 13: BUDGET MONITORING**

Whenever it appears to the Chief Administrative Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the Township Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues or both.

**SECTION 14: VIOLATIONS OF THIS RESOLUTION**

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible officials or employees to disciplinary action as outlined in Act 621 of the Public Acts of 1978, as amended, and the Grand Haven Charter Township Personnel Manual.

**SECTION 15: BOARD ADOPTION**

**Motion** made by \_\_\_\_\_, supported by \_\_\_\_\_ to adopt the foregoing resolution.

Upon roll call vote the following voted:

Ayes:

Nays:

Absent:

RESOLUTION DECLARED ADOPTED.

Dated: November 27, 2023

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Township Clerk  
Laurie Larsen

CERTIFICATE

I, the undersigned, the duly qualified and acting Township Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting of the Township Board held on the 27<sup>th</sup> day of November 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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Township Clerk  
Laurie Larsen









Elections Staff									
Election Inspectors	updated		\$16.74						
* Chair/Co-Chair Addt'l Pay - \$25									
* Chair - \$25 Bonus if error free (\$12.50 if Co-chair)									
Elections Clerk / Elections Assistant			\$19.95						

Elected Officials									
Supervisor	updated		\$28,486	+\$600 Internet	\$29,086				
Clerk			\$25,231	+\$600 Internet	\$25,831				
Treasurer			\$24,331	+\$600 Internet	\$24,931				
Trustee (4)			\$5,713	+\$600 Internet	\$6,313				

Committee Compensation									
Planning Commission			\$87.48						updated
Planning Commission, Chair			\$102.08						
Zoning Board of Appeals			\$72.91						
Zoning Board of Appeals, Chair			\$87.48						
Construction Board of Appeals			\$51.03						
Construction Board of Appeals, Chair			\$65.61						
Dangerous Building Hearing Officer (Zoning board chair pay)			\$87.48	Added 5/24/22					
Board of Review			\$36.06	*minimum payment of \$60 per meeting, per 10/30/18 special board minutes					
Elections Commission			\$51.03						
Parks and Recreation			\$36.46						
Loutit District Library			\$51.03						
North Ottawa Hospital Board			\$51.03						
Ottawa County Planning Commission			\$51.03						
West Michigan Shoreline Regional Development Commission Metropolitan Planning			\$51.03						
Grand Haven Building Authority			\$29.15						
Cemetery Committee			\$29.15						
Communications Committee			\$29.15						
Planning Commission Ordinance Review			\$29.15						
Personnel Committee			\$29.15						
Public Safety Committee			\$29.15						
Public Works and Transportation Committee			\$29.15						
Tax Abatement Review Committee			\$29.15						
Waste Collection and Removal Committee			\$29.15						
Other Board Committees			\$29.15						
Special Joint Regional or Municipal Committees (e.g. Ambulance Service Committee, etc.)			\$51.03						
Regional Economic Development Committee			\$51.03						
Harbor Transit Authority Board			\$51.03						
NORA Board			\$51.03						
DDA Advisory Board			\$51.60						

\* The starting position within the wage scales depends upon experience and specific skills.

# Grand Haven Charter Township

## Fee Schedule

11/20/2023

\*Escrow Costs: Used to cover cost of legal, engineer, and other consulting. May be increased as necessary



Category	Item	Resolution / Ordinance / Policy (if applicable)	Fee - Resident	Fee - Non-Resident	Deposit	Escrow*	Updated/Reviewed	Other Fees / Notes
ASSESSING	Copy of Property Tax Card		\$5					Single copy for use at BOR is free
ASSESSING	Land Division Application		\$100					
ASSESSING	Land Division Application with Private Road		\$125			\$300		
ASSESSING	Lot Division Application of Platted Land		\$125			\$300		
ASSESSING	Lot Division Application with Private Road (PUD or SP)		\$150			\$300		
BUILDING	Special/Compliance Inspections (including Energy Code)	Resolution 11-04-02	\$125					Per Hour; \$75 minimum
BUILDING	Building, Electrical, Mechanical, Plumbing Fee Schedules	Resolution 13-06-02						See applications for electrical, mechanical, and plumbing fees which will align with state fee guidelines.
BUILDING	Manufactured Home Setup Fees	Resolution 17-10-01	\$300					
BUILDING	Plan Review Schedule	Resolution 13-07-02	\$125					
BUILDING	Re-Roofing and Re-Siding Fees	Resolution 15-08-06	\$100					\$50 app fee + \$50 min inspection fee (@ \$75/hr)
CEMETERY	Grave Opening Fees - Adult Interment	Ordinance 358	\$375	\$750			2/9/2022	
CEMETERY	Grave Opening Fees - Cremation Interment	Ordinance 358	\$200	\$400			2/9/2022	
CEMETERY	Grave Opening Fees - Child Interment	Ordinance 358	\$250	\$500			2/9/2022	
CEMETERY	Grave Opening Fees - Cremation Entombment	Ordinance 358	\$50	\$100			2/9/2022	
CEMETERY	Grave Opening Fees - Disinterment	Ordinance 358	\$800	\$1,200			2/9/2022	
CEMETERY	Grave Opening Fees - Cremation Disinterment	Ordinance 358	\$400	\$600			2/9/2022	
CEMETERY	Grave Opening Fees - Saturday Interments, add	Ordinance 358	\$150	\$300			2/9/2022	
CEMETERY	Grave Opening Fees - Burials after 3:00 p.m., add	Ordinance 358	\$100	\$150			2/9/2022	Per Hour
CEMETERY	Grave Opening Fees - Use of Chapel	Ordinance 358	\$150	\$200			2/9/2022	Per Two Hours
CEMETERY	Plot Sales - Historic	Ordinance 358	\$650	\$1,300			2/9/2022	
CEMETERY	Plot Sales - Lakeshore, Sermon on the Mount	Ordinance 358	\$600	\$1,200			2/9/2022	
CEMETERY	Plot Sales - Lakeshore, Chapel Hill Garden	Ordinance 358	\$550	\$1,100			2/9/2022	
CEMETERY	Plot Sales - Lakeshore, Garden of Freedom	Ordinance 358	\$550	\$1,100			2/9/2022	Plus \$1,100/\$1,300 for lawn crypt
CEMETERY	Plot Sales - Lakeshore, Garden of Pines	Ordinance 358	\$550	\$1,100			2/9/2022	
CEMETERY	Plot Sales - Lakeshore, Garden of Prayer	Ordinance 358	\$550	\$1,100			2/9/2022	Plus \$1,100/\$1,300 for lawn crypt
CEMETERY	Plot Sales - Lakeshore, Garden of Hope	Ordinance 358	\$200	\$400			2/9/2022	Only for cremains
CEMETERY	Plot Sales - Lakeshore, Columbarium	Ordinance 358	\$900	\$1,800			2/9/2022	
CEMETERY	Plot Sales - Babyland, both cemeteries	Ordinance 358	\$200	\$400			2/9/2022	
CEMETERY	Plot Sales - Scattering Garden w/ nameplate	Ordinance 358	\$300	\$600			2/9/2022	
CEMETERY	Plot Sales - Scattering Garden w/out nameplate	Ordinance 358	\$50	\$100			2/9/2022	
CEMETERY	Plot Sales - Transfer Ownership	Ordinance 358	\$25				2/9/2022	
CONSTRUCTION BOARD OF APPEALS	Application Fee		\$500					
FINANCE	Property Information		\$5				2/8/2022	
FINANCE	Duplicate Tax Statement or Duplicate Receipt		\$3				2/8/2022	
FIRE/RESCUE	Address Applications		\$14					
FIRE/RESCUE	Address Signs		\$20					
FIRE/RESCUE	CPR or Safety Class		\$25					Per Person
FIRE/RESCUE	Hazardous Material Spill		Actual Cost					
FIRE/RESCUE	Illegal Burn		\$363					Minimum Charge
FIRE/RESCUE	Safety Trailer		\$100					Delivery charge; plus \$25/day; plus \$.50/mile for Suburban
FIRE/RESCUE	Standby for Fireworks Display		Actual Cost					
			<b>Healthcare Providers</b>	<b>Resident</b>				
FIRE/RESCUE	Basic Life Support for Healthcare Providers		\$60	\$50				Minimum class size is 6 people
FIRE/RESCUE	Heartsaver AED		\$55	\$45				Minimum class size is 6 people
FIRE/RESCUE	Heartsaver First Aid AED		\$80	\$70				Minimum class size is 6 people

# Grand Haven Charter Township

## Fee Schedule

11/20/2023

\*Escrow Costs: Used to cover cost of legal, engineer, and other consulting. May be increased as necessary



Category	Item	Resolution / Ordinance / Policy (if applicable)	Fee - Resident	Fee - Non-Resident	Deposit	Escrow*	Updated/Reviewed	Other Fees / Notes
FREEDOM OF INFORMATION ACT	FOIA Request	Admin 6.3	\$0					Per page; plus labor costs of lowest paid employee capable; plus postage
FREEDOM OF INFORMATION ACT	Copy Costs	Admin 6.3	\$0					
PARKS & RECREATION	Annual Boat Launch Permit	Admin 10.11	\$30	\$40				
PARKS & RECREATION	Annual Boat Launch Permit, senior resident (over 65)	Admin 10.11	\$20					
PARKS & RECREATION	Type I Permit (overnight camping in Hofma)	Admin 10.11			\$50			Non-profit groups only
PARKS & RECREATION	Type II Permit (permit for alcohol in Park)	Admin 10.11	\$0					GHT must be informed; Must have paid reservation
			Ballfield	Soccerfield				
PARKS & RECREATION	Type III Permit - 0 to 2 hours of play	Admin 10.11	\$50/hr	\$25/hr			7/10/2023	Exclusive use of sports facilities
PARKS & RECREATION	Type III Permit - 2 - 4 hours of play	Admin 10.11	\$100/hr	\$50/hr			7/10/2023	Exclusive use of sports facilities
PARKS & RECREATION	Type III Permit - 4 or more hours of play	Admin 10.11	\$250/hr	\$125/hr			7/10/2023	Exclusive use of sports facilities
PARKS & RECREATION	Type IV Permit (permit for tournament use)	Admin 10.11	\$50/hr	\$50/hr			7/10/2023	
			\$500/day	\$500/day			7/10/2023	
PARKS & RECREATION	Type VI Permit (single picnic shelter) - 4 Hour Block	Resolution 21-11-08	\$80		\$50		2/9/2022	\$10 each additional hour
RENTALS	Annual Rental Registration Fee: Long-Term Rentals	Approved 1-23-23 Board Meeting	\$150	\$150			1/23/2023	Multi-family units must also pay a per unit fee
RENTALS	Annual Rental Per UNIT Fee - Multi-family: Long-Term Rental		\$25/unit	\$25/unit			1/23/2023	
RENTALS	Annual Rental Per UNIT Fee - Duplex/Triplex/Quadplex: Long-Term Rental		\$25/unit	\$25/unit			1/23/2023	
RENTALS	Annual Single Family Registration Fee		\$150	\$150			1/23/2023	
RENTALS	Annual Short-Term Rental Registration Fee		\$500	\$500			1/23/2023	
RENTALS	Initial Inspection Visit		\$0	\$0			1/23/2023	
RENTALS	First Reinspection		\$50	\$50			1/23/2023	
RENTALS	Second Re-inspection		\$100	\$100			1/23/2023	
RENTALS	Third Re-inspection		\$150	\$150			1/23/2023	
RENTALS	Attorney Warning Letter		\$600	\$600			1/23/2023	
RENTALS	Complaint Inspection	\$50	\$50			1/23/2023		
SEWER	Sewer Trunkage Charge (based upon meter size)	Ordinance 587					2/9/2022	
SEWER	Interest Rate on Installment Payments	Ordinance 587	6.16%				2/9/2022	
SEWER	Sewer Inspection	Ordinance 587	\$35				2/9/2022	
SEWER	Stub Charge	Ordinance 587	\$1,500				2/9/2022	
SEWER	Late Payment Fee	Ordinance 587	10%				2/9/2022	Winter water usage is utilized to calculate all quarterly bills
SEWER	Sewer Use Rate per 1,000 gallons metered	Ordinance 587	\$4.27				1/1/2023	
SEWER	Customer Service Charge - monthly	Ordinance 587	\$16.55				1/1/2023	
SEWER	Special Residential Flat Rate	Ordinance 587	\$38.43				1/1/2023	
SEWER	Extension of sanitary sewer mains					\$5,000		
SEWER	Extension of sanitary sewer mains w/ lift station					\$7,000		
STREETS & ROADS	Private Road Exception Request Application		\$100			\$200		
WATER	Water Tap - 3/4" meter	Resolution 19-12-02	\$2,600				2/9/2022	
WATER	Water Tap - 1" meter	Resolution 19-12-02	\$2,700				2/9/2022	
WATER	Water Tap - larger than 1" or meter larger than 1"	Resolution 21-11-08			\$3,000		2/9/2022	Actual cost calculated on contractor costs and materials
WATER	Water Trunkage	Ordinance 588	\$905				2/9/2022	
WATER	Late Payment Fee	Ordinance 588	10%				2/9/2022	
WATER	Fire Hydrant Rental	Resolution 21-11-08	\$100		\$400		2/9/2022	*Plus usage
WATER	Commodity Charge per 1,000 gallons (NOWS)	Ordinance 588	\$2.86				1/1/2023	
WATER	Commodity Charge per 1,000 gallons (Grand Rapids)	Ordinance 588	\$3.29				1/1/2023	

# Grand Haven Charter Township

## Fee Schedule

11/20/2023

\*Escrow Costs: Used to cover cost of legal, engineer, and other consulting. May be increased as necessary



Category	Item	Resolution / Ordinance / Policy (if applicable)	Fee - Resident	Fee - Non-Resident	Deposit	Escrow*	Updated/Reviewed	Other Fees / Notes
WATER	Residential Customer Service Charge	Ordinance 588	\$14.23				1/1/2023	Monthly
WATER	Commercial Customer Service Charge - 3/4"	Ordinance 588	\$14.23				1/1/2023	Monthly
WATER	Commercial Customer Service Charge - 1"	Ordinance 588	\$22.50				1/1/2023	Monthly
WATER	Commercial Customer Service Charge - 1-1/2"	Ordinance 588	\$45.53				1/1/2023	Monthly
WATER	Commercial Customer Service Charge - 2"	Ordinance 588	\$75.10				1/1/2023	Monthly
WATER	Commercial Customer Service Charge - 3"	Ordinance 588	\$178.43				1/1/2023	Monthly
WATER	Commercial Customer Service Charge - 4"	Ordinance 588	\$406.06				1/1/2023	Monthly
WATER	Fire Line Charge - 6" or less	Ordinance 588	\$13.65				1/1/2023	Monthly
WATER	Fire Line Charge - 8"	Ordinance 588	\$29.50				1/1/2023	Monthly
WATER	Fire Line Charge - 10"	Ordinance 588	\$51.50				1/1/2023	Monthly
WATER	Fire Line Charge - 12"	Ordinance 588	\$86.00				1/1/2023	Monthly
ZONING	Agricultural Exempt Permits	Resolution 18-12-03	\$50			\$0		
ZONING	Business Registration	Resolution 18-12-03	\$0			\$0		
ZONING	Business Termination	Resolution 18-12-03	\$0			\$0		
ZONING	Ordinance Enforcement Complaint	Resolution 18-12-03	\$0			\$0		Complainants are Anonymous
ZONING	Home Based Business, Minor	Resolution 18-12-03	\$25			\$0		
ZONING	Home Based Business, Major	Resolution 18-12-03	\$400			\$1,000		Requires Special Land Use Approval; Escrow May be Reduced
ZONING	Moved Structures Application & Inspections	Resolution 18-12-03	\$400			\$0		
ZONING	Planned Unit Development - US-31 Overlay Zone	Resolution 18-12-03	\$1,000			\$2,500		Utility Escrow (Main Ext \$5k, Lift Stn \$2k) Resolution 05-02-03
ZONING	Planned Unit Development - Special Land Use	Resolution 18-12-03	\$900			\$1,500		Utility Escrow (Main Ext \$5k, Lift Stn \$2k)
ZONING	Planned Unit Development - Regular	Resolution 18-12-03	\$750			\$1,500		Utility Escrow (Main Ext \$5k, Lift Stn \$2k)
ZONING	PUD Amendment - US-31 Overlay Zone	Resolution 18-12-03	\$800			\$1,000		Utility Escrow (Main Ext \$5k, Lift Stn \$2k)
ZONING	PUD Amendment - Special Land Use	Resolution 18-12-03	\$700			\$1,000		Utility Escrow (Main Ext \$5k, Lift Stn \$2k)
ZONING	PUD Amendment - Regular	Resolution 18-12-03	\$600			\$1,000		Utility Escrow (Main Ext \$5k, Lift Stn \$2k)
ZONING	Platted Lot Division Application	Resolution 18-12-03	\$125			\$300		
ZONING	Rezoning	Resolution 18-12-03	\$400			\$500		
ZONING	Sign Permit Application	Resolution 18-12-03	\$2/sf area			\$0		
ZONING	Site Condominium Application	Resolution 18-12-03	\$400			\$500		Utility Escrow (Main Ext \$5k, Lift Stn \$2k)
ZONING	Site Condo - Amendment	Resolution 18-12-03	\$250			\$500		Utility Escrow (Main Ext \$5k, Lift Stn \$2k)
ZONING	Site Plan Review - New Commercial/Industrial	Resolution 18-12-03	\$300			\$2,000		Utility Escrow (Main Ext \$5k, Lift Stn \$2k)
ZONING	Site Plan Review - Building Addition	Resolution 18-12-03	\$200			\$1,000		Utility Escrow (Main Ext \$5k, Lift Stn \$2k)
ZONING	Site Plan Review - Amendments & All Others	Resolution 18-12-03	\$150			\$1,000		Utility Escrow (Main Ext \$5k, Lift Stn \$2k)
ZONING	Special Land Use - US-31 Overlay Zone	Resolution 18-12-03	\$500			\$2,000		Utility Escrow (Main Ext \$5k, Lift Stn \$2k)
ZONING	Special Land Use - Regular	Resolution 18-12-03	\$400			\$2,000		Utility Escrow (Main Ext \$5k, Lift Stn \$2k)
ZONING	Special Land Use - Amendment	Resolution 18-12-03	\$250			\$1,000		Utility Escrow (Main Ext \$5k, Lift Stn \$2k)
ZONING	Soil Removal - Any Time Frame	Resolution 18-12-03	\$400			\$1,000		See Special Land Use Requirements
ZONING	Subdivision Plat Review ( <i>Tentative Prelim thru Final Plat</i> )	Resolution 18-12-03	\$500			\$500		Each Platting Phase Requires a New Application
ZONING	Subdivision Plat Review - Variance	Resolution 18-12-03	\$150			\$300		
ZONING	Vehicle Sales Application	Resolution 18-12-03	\$0			\$0		Limited to 2 per year
ZONING	Zoning Board of Appeals - Variance	Resolution 18-12-03	\$250			\$300		
ZONING	Zoning Board of Appeals - Special Meeting	Resolution 18-12-03	\$425			\$0		
ZONING	Zoning Board of Appeals - Interpretation	Resolution 18-12-03	\$125			\$0		
ZONING	Zoning Permit - Fences & Sheds	Resolution 18-12-03	\$40			\$0		Former Resolution 04-03-01
ZONING	Zoning Permit - All Others	Resolution 18-12-03	\$75			\$0		Former Resolution 05-03-10

**2024  
Budget  
Summary of Revenues/Expenditures**

FUNDS	Revenues	Expenditures	Difference	Projected Fund Balance or Cash Reserves on 12/31/23	Projected Undesignated Fund Balance or Cash Reserves on 12/31/24
<b>General Fund</b>	\$5,020,230	\$5,253,760	(\$233,530)	\$2,196,845	\$1,963,315
				\$1,000,000	\$1,000,000
<b>Municipal Street Fund</b>	\$1,413,670	\$1,506,900	(\$93,230)	\$170,301	\$77,071
<b>Fire/Rescue Fund</b>	\$1,956,630	\$1,713,590	\$243,040	\$904,256	\$1,147,296
<b>Police Services SAD</b>	\$602,640	\$673,950	(\$71,310)	\$242,807	\$171,497
<b>DDA Fund</b>	\$1,082,170	\$2,034,060	(\$951,890)	\$3,233,865	\$2,281,975
<b>ARPA Fund</b>	\$1,000,000	\$985,000	\$15,000	\$40,241	\$55,241
<b>Debt - Fire Station</b>	\$945,290	\$784,390	\$160,900	\$0	\$160,900
<b>Debt - Parks</b>	\$371,280	\$350,700	\$20,580	\$69,805	\$90,385
<b>Debt - Pathway</b>	\$308,620	\$308,620	\$0	\$10	\$10
<b>Fire Construction</b>	\$281,500	\$11,043,750	(\$10,762,250)	\$11,321,540	\$559,290
<b>Pathway</b>	\$1,251,890	\$1,384,340	(\$132,450)	\$151,292	\$18,842
<b>Parks Construction</b>	\$6,000	\$0	\$6,000	\$668,880	\$674,880
<b>Sewer Fund</b>	\$2,863,060	\$3,170,190	(\$307,130)	\$1,433,386	\$1,126,256
<b>Water Fund</b>	\$7,959,210	\$8,876,940	(\$917,730)	\$4,649,550	\$3,731,820
<b>IT Service Fund</b>	\$374,800	\$424,370	(\$49,570)	\$61,252	\$11,682
<b>Retiree Health Care Fund</b>	\$31,170	\$31,460	(\$290)	\$177,627	\$177,337
<b>TOTALS</b>	<b>\$25,468,160</b>	<b>\$38,542,020</b>	<b>(\$13,073,860)</b>	<b>\$26,321,657</b>	<b>\$13,247,797</b>
<b>Debt Funds - TOTAL</b>	\$1,625,190	\$1,443,710	\$181,480		

Resolution 23-11-09

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 27<sup>th</sup> day of November 2023, at 7:00 p.m., local time.

PRESENT:

ABSENT:

The Supervisor called the meeting to order. After certain matters of business were concluded, the Supervisor stated the next order of business of the meeting was to determine the salary for the elected Supervisor during the 2024 Fiscal Year.

Discussion followed with respect to the salary adjustment on the Supervisor's salary. After completion of this discussion, the following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

**RESOLUTION #23-11-09**  
**Establish Supervisor's Salary**

**WHEREAS**, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

**WHEREAS**, Michigan Attorney General Opinion 6422 opines that the Township Board should adopt a separate resolution for each elected official, and

**WHEREAS**, the township board deems that an adjustment in the salary of the office of supervisor is warranted in consideration of the recommendation Municipal Consulting Services Classification and Compensation Study and inflation, now

**BE IT RESOLVED**, that as of January 1<sup>st</sup>, 2024, the salary of the office of supervisor shall be as follows:

1. The Supervisor's salary shall be established at \$28,486.
2. The position shall include a monthly stipend of \$50 per month for at-home Internet access.
3. All resolutions in conflict herewith in whole or in part are revoked to the extent of such conflict.

YES:  
NO:  
ABSENT:

RESOLUTION DECLARED ADOPTED.  
Dated: November 27, 2023

---

Township Clerk  
Laurie Larsen

CERTIFICATE

I, the undersigned, the duly qualified and acting Township Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting of the Township Board held on the 27<sup>th</sup> day of November 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.

---

Township Clerk  
Laurie Larsen

Resolution 23-11-10

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 27<sup>th</sup> day of November 2023, at 7:00 p.m., local time.

PRESENT:

ABSENT:

The Supervisor called the meeting to order. After certain matters of business were concluded, the Supervisor stated the next order of business of the meeting was to determine the salary for the elected Clerk during the 2024 Fiscal Year.

Discussion followed with respect to the proposed adjustment on the Clerk's salary. After completion of this discussion, the following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

**RESOLUTION #23-11-10**  
**Establish Clerk's Salary**

**WHEREAS**, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

**WHEREAS**, Michigan Attorney General Opinion 6422 opines that the Township Board should adopt a separate resolution for each elected official, and

**WHEREAS**, the township board deems that an adjustment in the salary of the office of Clerk is warranted in consideration of the recommendation of the Municipal Consulting Services Classification and Compensation Study and inflation, now

**BE IT RESOLVED**, that as of January 1<sup>st</sup>, 2024, the salary of the office of Clerk shall be as follows:

1. The Clerk's salary shall be established at \$25,231.
2. The position shall include a monthly stipend of \$50 per month for at-home Internet access.
3. All resolutions in conflict herewith in whole or in part are revoked to the extent of such conflict.

YES:  
NO:  
ABSENT:

RESOLUTION DECLARED ADOPTED.  
Dated: November 27, 2023

---

Township Clerk  
Laurie Larsen

CERTIFICATE

I, the undersigned, the duly qualified and acting Township Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting of the Township Board held on the 27<sup>th</sup> day of November 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.

---

Township Clerk  
Laurie Larsen

Resolution 23-11-11

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 27<sup>th</sup> day of November 2023, at 7:00 p.m., local time.

PRESENT:

ABSENT:

The Supervisor called the meeting to order. After certain matters of business were concluded, the Supervisor stated the next order of business of the meeting was to determine the salary for the elected Treasurer during the 2024 Fiscal Year.

Discussion followed with respect to the proposed adjustment on the Treasurer's salary. After completion of this discussion, the following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

**RESOLUTION #23-11-11**  
**Establish Treasurer's Salary**

**WHEREAS**, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

**WHEREAS**, Michigan Attorney General Opinion 6422 opines that the Township Board should adopt a separate resolution for each elected official, and

**WHEREAS**, the township board deems that an adjustment in the salary of the office of Treasurer is warranted in consideration the recommendation of the Municipal Consulting Services Classification and Compensation Study and inflation, now

**BE IT RESOLVED**, that as of January 1<sup>st</sup>, 2024, the salary of the office of Treasurer shall be as follows:

1. The Treasurer's salary shall be established at \$24,331.
2. The position shall include a monthly stipend of \$50 per month for at-home Internet access.
3. All resolutions in conflict herewith in whole or in part are revoked to the extent of such conflict.

YES:  
NO:  
ABSENT:

RESOLUTION DECLARED ADOPTED.  
Dated: November 27, 2023

---

Township Clerk  
Laurie Larsen

CERTIFICATE

I, the undersigned, the duly qualified and acting Township Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting of the Township Board held on the 27<sup>th</sup> day of November 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.

---

Township Clerk  
Laurie Larsen

Resolution 23-11-12

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 27<sup>th</sup> day of November 2023, at 7:00 p.m., local time.

PRESENT:

ABSENT:

The Supervisor called the meeting to order. After certain matters of business were concluded, the Supervisor stated the next order of business of the meeting was to determine the salary for the elected Trustees during the 2024 Fiscal Year.

Discussion followed with respect to the proposed adjustment on the Trustees' salary. After completion of this discussion, the following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

**RESOLUTION #23-11-12**  
**Establish Trustees' Salary**

**WHEREAS**, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

**WHEREAS**, Michigan Attorney General Opinion 6422 opines that the Township Board should adopt a separate resolution for each elected official, and

**WHEREAS**, the township board deems that an adjustment in the salary of the office of Trustee is warranted in consideration of the recommendation of the Municipal Consulting Services Classification and Compensation Study and inflation, now

**BE IT RESOLVED**, that as of January 1<sup>st</sup>, 2024, the salary of the office of Trustee shall be as follows:

1. The Trustees' salary shall be established at \$5,713.
2. The position shall include a monthly stipend of \$50 per month for at-home Internet access.
3. All resolutions in conflict herewith in whole or in part are revoked to the extent of such conflict.

YES:  
NO:  
ABSENT:

RESOLUTION DECLARED ADOPTED.  
Dated: November 27, 2023

---

Township Clerk  
Laurie Larsen

CERTIFICATE

I, the undersigned, the duly qualified and acting Township Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting of the Township Board held on the 27<sup>th</sup> day of November 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.

---

Township Clerk  
Laurie Larsen



# Community Development Memo

DATE: November 22, 2023  
TO: Township Board  
FROM: Rory Thibault – Senior Planner  
RE: Violation Bureau Amendment Ordinance

## BACKGROUND

A perceived inconsistency in the Township’s violation fine schedule was brought to the Township’s attention during a code-enforcement court proceeding earlier this month.

Per [12.06.07](#) - CODE/ORDINANCE ENFORCEMENT: Offense/Violation

- |   |               |
|---|---------------|
| A. Failure to comply with any provision of any Township Ordinance which provides that a violation thereof is a civil infraction | \$25.00 FINE  |
| B. First repeat offense   | \$100.00 FINE |
| C. Second (or any subsequent) repeat offense  | \$250.00 FINE |

Per [35.02.11](#) - ANTI-LITTERING ORDINANCE: Offense/Violation

- |   |               |
|---|---------------|
| A. The sanction for a violation of this Ordinance | \$50.00 FINE  |
| B. First repeat offense                           | \$250.00 FINE |
| C. Second (or any subsequent) repeat offense      | \$500.00 FINE |

To note: there is not an actual inconsistency because the Code/Ordinance Enforcement ordinance states that if another ordinance establishes other fines (i.e. the Anti-Littering ordinance), those fines shall control. But, to avoid confusion in the future it is prudent to update the schedule. Further, the parking ordinance likewise has a *minimum* \$30.00 fine, which is often issued for \$50.00.

## PROPOSED CHANGE

The Code/Ordinance Enforcement ordinance has been revised to update the violation schedule to be consistent with the other Township civil infraction fine schedules as follows:

1. A schedule of civil fines payable to the Bureau for admissions of responsibility by persons served with the municipal ordinance violation notices is hereby established. The fines for the violations listed shall be as follows, unless a particular ordinance establishing a particular civil infraction establishes other fines, in which case the other fines shall control.

#### OFFENSE/VIOLATION

- A. Failure to comply with any provision of any Township Ordinance which provides that a violation thereof is a civil infraction. **\$50.00 FINE**
  - B. First repeat offense. **\$250.00 FINE**
  - C. Second (or any subsequent) repeat offense. **\$500.00 FINE**
2. A copy of the schedule, as amended from time to time, shall be posted at the Bureau.

#### SAMPLE MOTION

If the Township Board finds the above text amendments acceptable, the following motion can be offered:

**Motion to present and postpone the proposed Violations Bureau Amendment Ordinance with draft date of 11/16/2023. Further action will be postponed until December 11<sup>th</sup> when the ordinance will be considered for adoption. **This is the first reading.****

Please contact me if this raises questions.

**GRAND HAVEN CHARTER TOWNSHIP  
MUNICIPAL ORDINANCE  
VIOLATIONS BUREAU AMENDMENT ORDINANCE  
CHARTER TOWNSHIP OF GRAND HAVEN, MICHIGAN  
ord. no. \_\_\_\_\_ eff. \_\_\_\_\_**

An Ordinance to amend the ordinance establishing a municipal ordinance violations bureau for the Charter Township of Grand Haven.

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

Section 1.     Schedule of Civil Fines Established. Section 7 of the Grand Haven Charter Township Municipal Ordinance Violations Bureau Ordinance shall be restated in its entirety as follows.

1.     A schedule of civil fines payable to the Bureau for admissions of responsibility by persons served with the municipal ordinance violation notices is hereby established. The fines for the violations listed shall be as follows, unless a particular ordinance establishing a particular civil infraction establishes other fines, in which case the other fines shall control.

OFFENSE/VIOLATION	
A.   Failure to comply with any provision of any Township Ordinance which provides that a violation thereof is a civil infraction.	\$50.00 FINE
B.   First repeat offense.	\$250.00 FINE
C.   Second (or any subsequent) repeat offense.	\$500.00 FINE
2.     A copy of the schedule, as amended from time to time, shall be posted at the Bureau.	

Section 2.     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 Grand Haven Charter Township Municipal Ordinance Violations Bureau 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



# County of Ottawa

## *Sheriff's Office*

**Steve A. Kempker**  
*Sheriff*

**Valerie L. Weiss**  
*Undersheriff*



*Headquarters/Administration*  
12220 Fillmore Street  
West Olive, Michigan 49460  
(616) 738-4000 or (888) 731-1001  
Fax: (616) 738-4062

*Correctional Facility*  
12130 Fillmore Street  
West Olive, Michigan 49460  
(616) 786-4140 or (888) 731-1001  
Fax: (616) 738-4099

Date: 11-17-2023

To: Manager Bill Cargo  
From: Deputy Forrest Sabo  
RE: Monthly Township Report

During the Month of October, The Sheriff's Office responded to 385 calls for service, which included 56 medicals and 40 traffic related incidents. Deputies also issued 144 traffic citations.

#### Grand Haven/OAISD School News:

- Deputy Reuwer and Teunis worked the Grand Haven High School's homecoming dance.
- Deputy Reuwer and Sabo instructed Hunter Safety with Grand Haven High School's Outdoor Education class.

#### Community Events:

- Deputies continue to work with local communities through Crime Free Multi-Housing.
- Deputy Teunis taught "CRASE" Civilian Response to Active Shooter Events at Borculo Christian School.
- Sgt's Biros and Devries along with Deputies Sabo, Busse and Todd participated in the Grand Haven Township Fire/Rescue Open House.
- Deputy Sabo and Todd conducted neighborhood patrols during trick or treating on Halloween night.

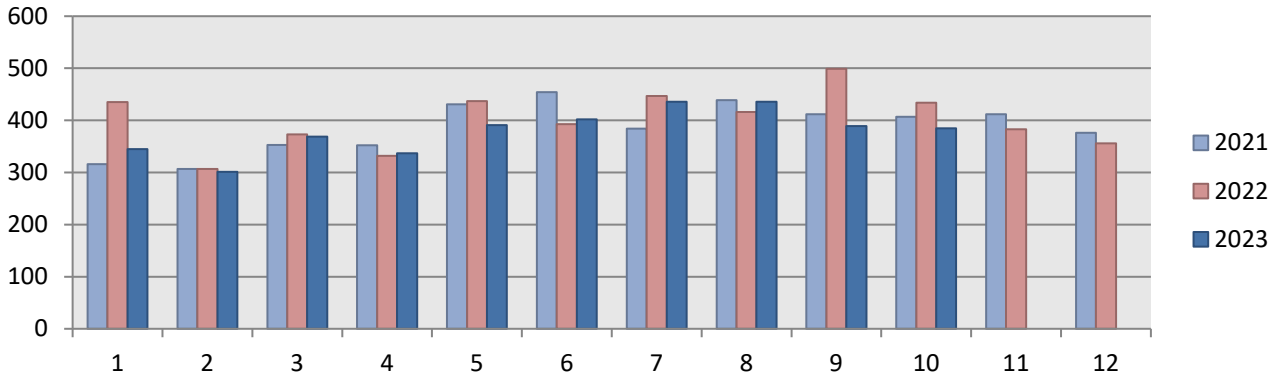
#### Trainings:

- Deputy Reuwer attended the monthly dive training.
- Deputy Sabo attended Drone training.
- Deputies attended the year firearms training.

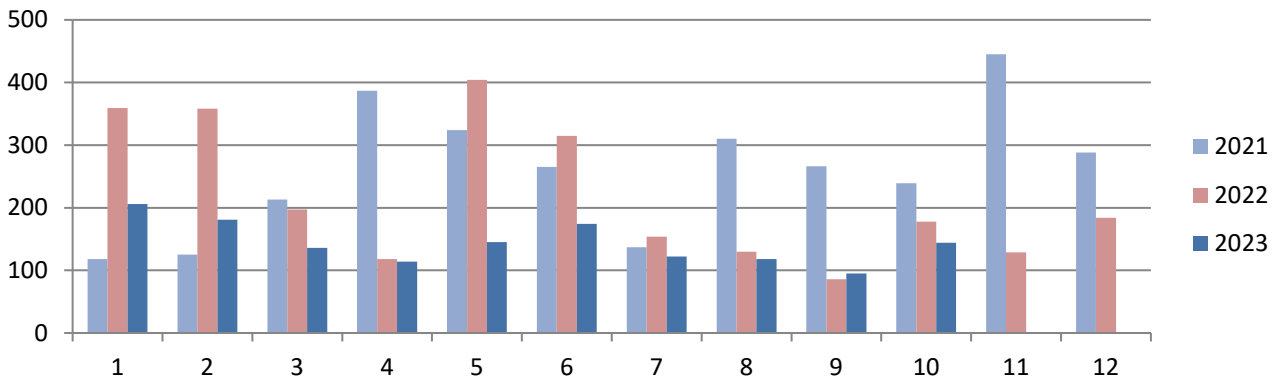
Thank You,

Deputy Forrest Sabo

### Grand Haven Township Calls



### Grand Haven Township Tickets



### Grand Haven Township Traffic Crashes

