According to the Attorney General, interrupting a public meeting in Michigan with hate speech or profanity could result in criminal charges under several State statutes relating to Fraudulent Access to a Computer or Network (MCL 752.797) and/or Malicious Use of Electronics Communication (MCL 750.540). According to the US Attorney for Eastern Michigan, Federal charges may include disrupting a public meeting, computer intrusion, using a computer to commit a crime, hate crimes, fraud, or transmitting threatening communications. Public meetings are monitored, and violations of statutes will be prosecuted.

Zoom Meeting: go to www.zoom.us/join
Meeting ID: 962 8670 4552  |  Passcode: 831483

REGULAR MEETING – 7:00 P.M.

I. CALL TO ORDER

II. ROLL CALL

III. OATH OF OFFICE – (Administered by Township Clerk Laurie Larsen)

IV. APPROVAL OF MEETING AGENDA

V. STATEMENT ON REMOTE MEETING

VI. PUBLIC COMMENTS – (Agenda Items Only)

If you would like to comment on an Agenda Item Only, please “Raise Hand” by pressing Alt+Y or open Participant Panel and click Raise Hand, found in lower right corner. The Zoom Moderator will unmute you when it is your turn to speak. Comments will be limited to three (3) minutes.

VII. CONSENT AGENDA

1. Approve November 9, 2020, Regular Board Minutes
2. Approve Payment of Invoices in the Amount of $250,455.71 (A/P checks of $123,566.89 and payroll of $126,888.82)
3. Approve Bid Documents for Restroom Renovation (Sheriff’s Department) from Oppenhuizen Architects
4. Approve Fire/Rescue RFP for Space Needs Study

VIII. OLD BUSINESS

1. Second Reading – Approving Sewer Rates for 2021 through 2025
2. Second Reading – Approving Water Rates for 2021 through 2025
3. Second Reading – Approving Specific Text Amendments to the Zoning Ordinance:
   i. Major Home-Based Business – On Site Services
   ii. Greenbelt – clarifying the requirements
   iii. Average Front Yard Setback – establishing 2 methods of review
IX. NEW BUSINESS
   1. Approve Resolution 20.11.01 Amendment to Definitions
   2. Approve MERS Defined Contribution Plan Adoption Agreement

X. REPORTS & CORRESPONDENCE
   1. Committee Reports
   2. Manager’s Report
      a. October DPW Report
   3. Other

XI. PUBLIC COMMENTS – (Non-Agenda Items)
If you would like to comment on a Non-Agenda Item Only, please “Raise Hand” by pressing Alt+Y
or open Participant Panel and click Raise Hand, found in lower right corner. The Zoom Moderator
will unmute you when it is your turn to speak. Comments will be limited to three (3) minutes.

XII. ADJOURNMENT
REGULAR MEETING

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

II. ROLL CALL
Board members present: Reenders, Larsen, Kieft, Redick, Meeusen, Behm Gignac
Board members absent:

Also present was Manager Cargo, Finance Director Sandoval, HR Director Dumbrell, Building Official Corbat, and Community Development Director Fedewa.

III. APPROVAL OF MEETING AGENDA
Motion by Trustee Meeusen and seconded by Clerk Larsen to approve the meeting agenda. Which motion carried pursuant to the following roll call vote:
Ayes: Larsen, Gignac, Kieft, Meeusen, Redick, Behm, Reenders
Nays:
Absent:

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

V. PUBLIC COMMENTS – (Agenda Items Only)
Supervisor Reenders announced that a period for public comments on agenda items was now opened.

Manager Cargo noted that if any member of the public would like to comment on an Agenda item, they must “Raise Hand” and wait to be called upon. To “Raise Hand” press “Alt + Y” or open the Participants Panel in the Zoom Toolbar and click Raise Hand in lower right corner… or physically raise your hand to get the attention of the Zoom Moderator.

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

VI. APPROVAL OF CONSENT AGENDA
1. Approve October 26, 2020, Regular Board Minutes
2. Approve Payment of Invoices in the Amount of $365,215.53 (A/P checks of
$224,666.40 and payroll of $140,549.13)
3. Approve Memorandum of Understanding for City Housing Program - $8,100 annual
4. Approve Low Bid from Riverworks Construction for Hofma Floating Bridge Repair/Improvement at a cost of about $132k
5. Approve Bid Documents for Administrative Building Repairs
6. Approve Appointment of Mike Lemkuil to the Planning Commission with a term ending on 8/31/2023
7. Approve Appointment of Kevin Mesler to the Planning Commission with a term ending on 8/31/2023
8. Appoint Karen Egedy-Bader to the Zoning Board of Appeals (as an alternate) with a term ending 8/31/2023
9. Approve Re-appointment of Eric Frifeldt to Parks and Recreation Committee with term ending on 8/31/23
10. Approve Re-appointment of Brock Hesselsweet to Parks and Recreation Committee with term ending on 8/31/23
11. Approve Re-appointment of Chrysteen Moelter-Gray to Parks and Recreation Committee with term ending on 8/31/23

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

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

VII. PRESENTATION – COST OF SERVICE STUDY
Utility Financial Systems provided a PowerPoint presentation on their Cost of Service Study, which recommend a 2% per year revenue increase on Sewer Rates and a 1% per year revenue increase on Water Rates.

Staff noted these proposed increases are less than the expected rate of inflation and reflect the fiscal strength of these enterprise funds.

VIII. OLD BUSINESS
1. Motion by Treasurer Kieft supported by Trustee Behm to present and postpone action until November 23rd on the Sewer Rate Ordinance amendment, which implement a 2% annual rate increase for each of the next five year, staring on January 1, 2021. This is a first reading. Which motion carried pursuant to the following roll call vote:

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

2. Motion by Clerk Larsen supported by Trustee Meeusen to present and postpone action until November 23rd on the Water Ordinance amendment, which implement a 1% annual rate increase for each of the next five year, staring on January 1, 2021. This is a first reading. Which motion carried pursuant to the following roll call vote:

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

IX. NEW BUSINESS

1. **Motion** by Treasurer Kieft supported by Trustee Gignac to approve and adopt Resolution 20-11-01 to revise the Building Permit and Valuation Schedule effective January 1, 2021. **Which motion carried** pursuant to the following roll call vote:
   Ayes: Meeusen, Behm, Larsen, Kieft, Redick, Gignac, Reenders
   Nays:
   Absent:

   Further action will be postponed until November 23rd when the ordinance will be considered for adoption. **This is the first reading. Which motion carried** pursuant to the following roll call vote:
   Ayes: Reenders, Kieft, Behm, Meeusen, Larsen, Redick, Gignac
   Nays:
   Absent:

2. **Motion** by Trustee Redick supported Treasurer Kieft to present and postpone the Proposed Zoning Text Amendment – excepting the provisions on lighting – with a draft date of 11/5/2020. Further action will be postponed until November 23rd when the ordinance will be considered for adoption. **This is the first reading. Which motion carried** pursuant to the following roll call vote:
   Ayes: Reenders, Kieft, Behm, Meeusen, Larsen, Redick, Gignac
   Nays:
   Absent:

X. REPORTS AND CORESPONDENCE

a. Committee Reports
   i. The Personnel Committee is scheduled to meet on November 11th at 7:00 a.m.
   ii. The Public Safety is scheduled to meet on November 11th at 4:00 p.m.
   iii. NORA is scheduled to meet on November 19th at 5:30 p.m.
   iv. The Parks and Recreation Committee is scheduled to meet on November 19th at 7:00 p.m.

b. Manager’s Report
   i. October Building Report
   ii. October Ordinance Enforcement Report
   iii. August Legal Review

c. Others
   i. It was noted that Clerk Larsen will provide the Oath of Office to the new Board at the November 23rd Board meeting.

XI. RECOGNITION OF TRUSTEE DAVID GIGNAC’S SERVICE

Supervisor Reenders recognized the service of Trustee Gignac over the past four years on the Township Board and offered a token of the Board’s appreciation.

XII. PUBLIC COMMENTS

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

The Zoom Moderator noted that no hands were raised.

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

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

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

Nays:

Absent:

Respectfully Submitted,

Laurie Larsen  
Grand Haven Charter Township Clerk

Mark Reenders  
Grand Haven Charter Township Supervisor
Superintendent's Memo

Date: November 16, 2020

To: Township Board

From: Cargo

Subject: Approve Bid Documents for Restroom Renovations

As you may recall, the 2020 budget contains monies for the renovation of the restrooms located near the Sheriff’s office in the Administrative Building.

Oppenhuizen Architects have completed the necessary plans and specifications for the project. The bid package is available for review as part of the Township Board packet for the November 23rd meeting. (No printed copies have been distributed.)

If there are no objections to the plans and specifications, the following motion can be offered:

Move to approve the proposed plans and specifications for the renovation of the restroom facilities located near the Sheriff’s office and authorize staff to seek bids for the same.

If you have any questions or comments, please contact Cargo.
EXISTING RESTROOM DEMOLITION FLOOR PLAN

EXISTING MEN'S

EXISTING WOMEN'S

EXIST. J.B. & CEILING, RELOCATE ABOVE CEILING GRID

EXIST. WATER SUPPLY LINE STUBBED AND CAPPED, SHORTEN SO THAT IT IS ENCASED IN NEW FURRED OUT WALL

EXIST. E.W.C. TO REMAIN

WALL KEY:

EXISTING WALL TO REMAIN

EXISTING WALL OR FIXTURE TO BE REMOVED

EXIST. S.A.
EXISTING RESTROOM DEMOLITION CEILING PLAN

GENERAL NOTES:
1. REMOVE EXISTING CEILING TILES, GRID TO REMAIN.
2. REMOVE EXISTING LIGHT FIXTURES.
3. REMOVE EXISTING EXHAUST FAN, DUCTWORK TO REMAIN FOR CONNECTION TO NEW EXHAUST FAN.

SCALE: 1/2" = 1'-0"
NEW FLOOR TILE TO BE CENTERED ON FLOOR AS INDICATED

INSTALL URINAL AT SAME LOCATION ON WALL AS EXITING

PAINT EXIST. S.A. GRILLE TO MATCH FLOOR TILE

PROPOSED RESTROOM FLOOR PLAN

NEW FLOOR TILE TO BE CENTERED ON FLOOR AS INDICATED

NEW FLOOR TILE TO BE CENTERED ON FLOOR AS INDICATED

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EXIST E.W.C.
NEW CEILING TIE IN EXIST. GRID: ARMSTRONG - CORRUS CLASSIC STEP #59L 24"X24" 3/4" COLOR - WHITE

PROPOSED RESTROOM CEILING PLAN

GENERAL NOTES:
1. LITHONA 261-430, ADZE212-8535
2. EXISTING S.A. GRILLE, REMOVE, CLEAN, RE-INSTALL
3. GREEN-BECK EXHAUST FAN, SPARE WITH UNIT MOUNTED SPEED CONTROL, AND SQUARE ARCHITECTURAL GRILLE.
PROJECT SPECIFICATIONS:

1. INTERIOR FINISHES

   CERAMIC TILE

   DESCRIPTION | MODEL | WEBSITE / CONTACT
   --- | --- | ---
   FLOOR TILE - 12X24 | MANUFACTURER: MAGCA | [https://platformsurfaces.com/product/pat/](https://platformsurfaces.com/product/pat/)


   WALL PAINT

   DESCRIPTION | MODEL | WEBSITE / CONTACT
   --- | --- | ---

   PRIM PAINT

   DESCRIPTION | MODEL | WEBSITE / CONTACT
   --- | --- | ---

   WOOD LOOK LAMINATE

   DESCRIPTION | MODEL | WEBSITE / CONTACT
   --- | --- | ---

   COUNTER SOLID SURFACE

   DESCRIPTION | MODEL | WEBSITE / CONTACT
   --- | --- | ---

2. TOILET ROOM ACCESSORIES

   GRAB BARS: BRADLEY #912 OR EQUAL
   TOILET TISSUE DISPENSER: BRADLEY #5264 OR EQUAL
   SANITARY NAPKIN DISPENSER: BRADLEY #7337 OR EQUAL
   COAT HOOKS: BRADLEY #912 OR EQUAL

3. SLIDING FIXTURES

   **WC-1**
   WATER CLOSET, VITRIFIED CHINA, ELONGATED, TANK TYPE. CLASS FIVE TOILET, LEFT OR RIGHT HAND CHROME TRAP LEVER, 128 GPF. ADA COMPLIANT. EQUAL TO KOHLER MODELE K-300B. SEAL EXTRA HEAVY DUTY ELONGATED OPEN FRONT WITH SELF SUSTAINING CHECK HINGE. KOHLER MODEL K-4666-SC.
   WATER SUPPLY CHROME PLATED BRASS ANGLE STOPS WITH ESCUTCHEONS.

   **LC-1**
   LEAKFREE HIGH EFFICIENCY WHITE CHINA WASHOUT URINAL. 5/8" TOP SADDLE. 0.5 GPF. 12" EXTENDED RIM. KOHLER, VANDER K-44566-ET.
   CARRIAGE CONCEALED WALL CARRIER, EQUAL TO WARE. CARRIAGE CONCEALED WALL CARRIER, EQUAL TO WARE. SENSORED TRAP LEVER. SOLAR POWERED URINAL FLUSHMETERS, SENSORED OPERATED. 0.5 GPF. CLEAN SOLIDS BIRD-CAGE.

   **LAV-1**
   LAVATORY, VITRIFIED CHINA GEOMETRIC RECTANGULAR BASIN WITH VERTICAL SIDES AND OVERFLOW. KOHLER K-1082.
   SINK, WIDESPREAD 8" CENTERS BATHROOM SINK FAUCET, ALL BRASS CONSTRUCTION, POP UP DRAIN WITH LEFT ROD AND TALPIECE, LEVER HANDLES.
   WASTE, BRASS, CHROME PLATED CAST GRID STRAINER WITH OFFSET CHROME PLATED BRASS FAUCET AND BRASS CHROME PLATED P-TRAP AND WALL ESCUTCHEON.
   WATER SUPPLY CHROME PLATED BRASS ANGLE STOPS WITH ESCUTCHEONS.
   MIXING VALVE: ASBE COMPLIANT, LEAD FREE MIXING VALVE, EQUAL TO WATTS, LPM.
   INSTALLATION KIT, MOLDED VINYL. P-TRAP AND WATER SUPPLY INSULATION KIT, EQUAL TO TUBRO. LAV GUARD 7,103-6Z.

4. LAV COUNTER TOP DETAIL

   ![Lavatory Countertop Detail Diagram](image-url)
Restroom Renovation
Grand Haven Charter Township

Index
A0.1 Demolition Floor Plan
A0.2 Demolition Ceiling Plan
A1.0 Floor Plan
A1.1 Ceiling Plan
A4.0 Interior Elevations
A4.1 Interior Elevations
A6.0 Project Specifications

Contacts
Owner: Grand Haven Charter Township
Architect: Oppenhuizen Architects

Code Notes
- APPLICABLE CODES
  - THE GENERAL CONTRACTORS (G.C.) ATTENTION SHALL BE DIRECTED TO THE FACT ALL
    SMALL DRAWINGS THROUGH OUT THE PROJECT ALL SUCH CODES AND COMPLIANCES ARE TO
    BE CONSIDERED PART OF THIS CONTRACT AND PART OF THE CONSTRUCTION DOCUMENTS AS
    IF THEY HAVE BEEN WRITTEN IN FULL.
  - DISCREPANCIES IN THE DRAWINGS AND OR SPECIFICATIONS SHOULD BE IDENTIFIED
    IMMEDIATELY TO THE ARCHITECT FOR POSSIBLE CORRECTION IN THE EVENT THIS
    DISCREPANCIES ON MATERIALS OR METHODS ARE AND THAT CLASSIFICATIONS CAN
    NOT BE CHANGED THE MORE EXPENSIVE THE MATERIALS OR METHODS ARE TO BE USED
    YOU MUST FOLLOW THE CONTRACTOR OVER ALL OTHER DRAWING DOCUMENTS.
  - THE CONTRACTOR SHALL MAINTAIN A COPY OF THE APPROVED BY THE GOVERNOR
    DRAWING AND SPECIFICATIONS AT THE SITE THESE APPROVED DOCUMENTS ARE
    SHALL OVERCOME ALL OTHER DRAWING DOCUMENTS.
  - THE CONTRACTOR IS RESPONSIBLE FOR ALL METHODS AND MEANS OF CONSTRUCTION AS
    WELL AS ALL JOB SITE SAFETY AND HEALTH PRECAUTIONS.
  - THE CONTRACTOR SHALL BE RESPONSIBLE FOR RECORDING ALL NECESSARY INFORMATION ON A
    SHEET OR RECORD DRAWINGS ETC ON THE CONSTRUCTION SITE AND AVAILABLE TO THE ARCHITECT
    AT A TIME IMMEDIATELY BEFORE THE END OF THE WORK, THE CONTRACTOR SHALL GRANT ACCESS
    TO THE ARCHITECT TO BE USED BY THE ARCHITECT IN PREPARING A SET OF
    AS-BUILT DRAWINGS.

- CODE ANALYSIS
  - THE INTERIOR MODIFICATIONS ARE DESIGNED UNDER THE 2018 INDIANAPOLIS REHABILITATION CODE FOR EXISTING BUILDINGS.
  - THE PROPOSED WORK IS A LEVEL ONE ALTERATION PER SECTION 502 AND CHAPTER 7.
  - BUILDING CODE GROUP B BUSINESS.
  - REQUIRED NO. OF EXITS: (2) TWO EXITS ARE REQUIRED AND (2) TWO EXITS ARE PROVIDED
  - THE WORK AREA IS 205 SQ. FT. WHICH IS LESS THAN 50% OF THE TOTAL BUILDING AREA.
  - PER 2015 PSICEL 604.32 THE WORK AREA IS NOT REQUIRED TO HAVE AN AUTOMATIC
    SPRINKLER SYSTEM FOR FIRE PROTECTION AND IT DOES NOT HAVE AN AUTOMATIC SPRINKLER SYSTEM.
  - PER 2015 PSICEL 7 VARIOUS SECTIONS, THE MEANS OF EGRESS OF THE WORK AREA IS
    UNCHANGED.
Fire/Rescue Memo

TO: Township Board

FROM: Brian Sipe - Fire Chief

DATE: November 19, 2020

RE: RFP for Feasibility and Facility Study

As reflected in the minutes of the Public Safety Committee meeting on July 15, 2020, there was discussion and support for putting a Request for Proposal (RFP) together on the current Fire/Rescue station. Since coming to Grand Haven Charter Township in September, I have been able to observe various aspects mentioned at that meeting, along with some additional challenges, some which include:

- Lack of Storage (Items are stacked and stored on the apparatus bay floor)
- Medical equipment stored in same room where contaminated fire gear is washed due to lack of storage
- Bunk rooms do not provide adequate privacy for male and female firefighters
- Apparatus bay floor drains are installed in the wrong direction
- Training room is too small to hold all current staff numbers
- No proper cold/warm/hot zone for proper decontamination

The current fire station was constructed in 1994 and at the time met the needs of our Fire/Rescue Department. Since then, the Township population has increased $\uparrow\, 58\%$, our department’s call volume has increased $\uparrow\, 340\%$ and the very nature of the fire service has changed since when the station was initially built. In order to meet the current and future needs of Fire/Rescue, and our community, it is vital that a Feasibility Study of our department operations is conducted, in conjunction with a Facility Needs Assessment of the current fire station.

Attached you will find an RFP for a Feasibility and Facility Study. This RFP will provide the opportunity for qualified consultants in the fire station design field to provide their expertise in conducting a programming exercise that will help identify current and future staffing and space needs for our department. It will also help identify fire station infrastructure deficiencies as it relates to HVAC, electrical, structure, energy conservation and operational flow.

On November 11, 2020, the Public Safety Committee reviewed the RFP and approved forwarding the document on to the Township Board for approval.
If the Township Board supports this plan to move forward, the following motion can be offered:

**Move to approve the Request for Proposal (RFP) for a Feasibility and Facility Study of the Fire/Rescue station and authorize staff to seek proposals for the project.**

Feel free to contact me should you have any questions.
Request for Proposal (RFP)
Fire Station Feasibility and Facility Study
CONTACT INFORMATION:

For all questions about this RFP:
Brian Sipe - Fire Chief
(616) 842.5988 ext. 6322
bsipe@ght.org

IMPORTANT DATES AND DEADLINES:

February 1, 2021 – RFP Issued
March 3, 2021 - 4:00pm EST. – RFP Submittal Deadline
March 26, 2021 – Deadline for shortlist of Proposals
April 12-16, 2021 – Interviews
May 3, 2021 – Award RFP
Overview
Grand Haven Township Fire/Rescue is accepting proposals from qualified consulting firms to provide a fire station feasibility and facility study. The purpose of the study is to provide a needs assessment of current and future department space and functional requirements, a facility assessment and an options analysis.

Sealed proposals must be received by Grand Haven Township, 13300 168th Avenue, Grand Haven, Michigan, 49417, ATTN: Brian Sipe, Fire Chief, until 4:00pm on March 3, 2020. The proposal package should include five (5) duplicates and one (1) digital PDF version on a USB thumb drive. Sealed proposal envelopes must be clearly marked on the outside “Fire Station Feasibility and Facility Study”.

Any questions regarding this RFP shall be directed to Brian Sipe, Fire Chief, at 616.842.5988 ext. 6322 or by email at bsipe@ght.org.

The Board of Grand Haven Township reserves the right to accept or reject any or all proposals and/or qualifications, to waive any irregularities, informalities or defects in the documentation, to accept any proposal in whole or in part, which it shall deem to be in the best interest of the Township, and to negotiate with the successful respondent. No bid may be withdrawn after the scheduled closing time for receiving bids for at least forty-five (45) days thereafter.

About Grand Haven Township
We are a beautiful, thriving community located in Northwest Ottawa County where our residents and visitors can find miles of pristine beaches, towering sand dunes and breathtaking sunsets along the shores of Lake Michigan. Our clean and safe community values a family-centered atmosphere; we also offer vibrant parks, world-class schools, as well as an appreciation of the arts and healthy lifestyles. Our community is a place where agri-businesses and industry seek to locate, bringing with them more opportunities for growth.

Grand Haven Township has a population of approximately 17,796 and covers 28.59 square miles. Within Grand Haven Township, there are 49 industrial parcels, 103 agricultural parcels, and 199 commercial parcels. The number of parcels in the Township has increased from 4,207 to 7,033, an increase of 67% since 1990. Most of this increase is due to new residential subdivisions being created.

The median household income, in Grand Haven Township, is $75,128, and the average home value is $211,000.

Grand Haven Township is a municipality that operates under the Council-Manager form of government. The Board consists of seven board members. All the members of the Board are elected during the presidential elections every four years. The Board hires a professional Township Superintendent to oversee the daily operation of the organization.

About Grand Haven Township Fire/Rescue
The Grand Haven Township Fire/Rescue Department is a full-service department that has 7 full-time and 26 part-time staff. Our department is the only department in West Michigan to operate
with a non-transport Advanced Life Support license (Paramedics). The department also has mutual aid agreements with neighboring cities and area volunteer fire departments.

The Department has seen considerable growth in the number of calls received year after year. The number of emergency runs were 1,398, in 2019. This is a 11.4% increase over the previous record in 2018 and a 668% increase compared to 1990. The Township’s staffing model of 24 part-time firefighters was recently increased to 26, but had not changed since 2000, when the Township averaged 700 emergency runs a year.

The Department provides a wide range of services to the community, which includes:

- Fire suppression
- Advanced Life Support
- Fire and Life Safety inspections
- Education and fire prevention
- Emergency management and disaster response
- Training and education

Scope of Services

**Department Needs Assessment**

- Identify and document current and anticipated future space and functional requirements for the Fire/Rescue Department.
- Document and evaluate current fire station spaces, identifying deficiencies and areas for improvement.
- Identify anticipated future space needs for the fire station.

**Facility Assessment**

- Provide a general assessment of the existing fire station:
  - Review building envelope including roof, walls, doors and windows.
  - Review building interior elements (finishes, doors, casework, equipment, etc.).
  - Review mechanical systems, evaluation of life expectancy, system efficiency.
  - Review electrical systems, evaluation of life expectancy, emergency power, system efficiency.
- Make recommendations for replacement, repairs or upgrades to systems.
- Evaluate systems for potential expansion/renovations.
- Evaluate life safety and ADA for the station relative to current codes.

**Options Analysis**

- Prepare conceptual floor plan, site plan and exterior elevation options to evaluate the following:
  - Options for renovation/expansion.
  - Options for replacement of station on current site.
  - Options for a new station on new site(s).
- Prepare budgetary estimates of probable costs for each option, including site improvements, building costs and soft costs.
Criteria for Selection and Submittal Requirements
The purpose of this RFP process is to identify a qualified team that is the most capable of providing the described services. A Statement of Qualifications submittal should be provided and clearly address the following criteria which, among others, will be used in the evaluation of qualifications:

A. Firm’s History including years in business, services offered and location(s).

B. Technical expertise of firm’s current staff. The Project Manager shall be clearly identified. Identify key members of the team that will be involved in the project and indicate the role they will play.

C. Experience on fire station relevant projects previously completed or projects currently underway, with references.

D. Current knowledge of current codes and trends in fire station design.

E. Project Approach and Schedule should include an overall description of methods by which the firm intends to approach the Project along with a timetable for completing each element.

F. Project Management description should include the method of communication between the Client and Design Team, cost analysis methodology, and schedule control for completing each element.

G. Provide the fee for the project scope of services.

H. Provide any additional costs associated with recommended areas or items that are outside the project scope of work but could be beneficial to the overall project.
Superintendent’s Memo

DATE: November 16, 2020

TO: Township Board

FROM: Bill

RE: Cost of Service (COS) Water and Sewer Rate Studies

As you may recall, a Cost of Service (COS) rate study for both the Water Fund and the Sewer Fund was completed by Utility Financial Services, LLC (UFS) and presented to the full Board at the November 9th Board meeting.

The COS rate study is the fourth study that UFS completed for the Township, with the previous three studies conducted in 2006, 2010, and 2016. Working closely with UFS has allowed the Township to maintain sufficient cash reserves within these funds without having dramatic swings in utility rates.

The COS rate study recommends a 2% utility rate increase annually in the overall sewer rates for the next five years (i.e., 2021 through 2025). This is less than the expected inflation rate and indicates that the Sewer System remains in a strong financial position.

The COS rate study recommends a 1% utility rate increase annually in the overall water rates for the next five years (i.e., 2021 through 2025). This is also less than the expected inflation rate and indicates that the Water System remains in a strong financial position.

It is also noted that the trunkage fees and connection charges for new users are also adjusted during this same period.

If the Board remains comfortable with this modest recommendation of the Cost of Service Study, the following motions can be offered:

Motion to approve and adopt the Sewer Rate Ordinance Amendment, which implements a 2% overall annual rate increase for each of the next five years, starting on January 1, 2021. This is a second reading.

Motion to approve and adopt the Water Ordinance Amendment which implements a 1% overall annual rate increase for each of the next five years, starting on January 1, 2021. This is a second reading.
If you have any questions or comments, please contact me or Sandoval at your convenience.
SEWER RATE AMENDMENT ORDINANCE
CHARTER TOWNSHIP OF GRAND HAVEN, MICHIGAN

An Ordinance to amend the Rate Schedule attached as Exhibit A to the Sewer Rate Ordinance, Ordinance No. 443, as amended.

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

Sec. 1 RATE SCHEDULE

The rate schedule attached as Exhibit A to the Charter Township of Grand Haven Sewer Rate Ordinance per Section 2.1 of that ordinance is updated and amended in relevant part by the rate schedule attached as Exhibit AA to this Ordinance. Any portion of Exhibit A not addressed or affected by the attached Exhibit AA shall remain in effect as is.

Sec. 2 EFFECTIVE DATE

This Ordinance was approved and adopted by the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, at a regular Board meeting on ________________, 2020, after introduction and a first reading at a regular Board meeting on ________________, 2020, and publication after first reading as required by Act 359 of the Michigan Public Acts of 1947, as amended. This Ordinance shall be effective ________________, 2020.

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 Sewer Rate Amendment Ordinance was adopted at a regular meeting of the Township Board held on ________________, 2020. 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 ________________, 2020.

Laurie Larsen, Clerk
Grand Haven Charter Township
## EXHIBIT AA

### Sewer Use Rate per 1,000 gallons*

<table>
<thead>
<tr>
<th>Rate</th>
<th>Monthly</th>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4.27</td>
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<td>March 1, 2023</td>
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<td>$4.30</td>
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<td>Feb. 1, 2024</td>
<td>March 1, 2024</td>
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<tr>
<td>$4.33</td>
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<td>Feb. 1, 2025</td>
<td>March 1, 2025</td>
</tr>
</tbody>
</table>

* All residential customers are charged a minimum of 1,000 gallons per month.

### Customer Service Charge – Monthly Charge per residential equivalent unit (REU)

<table>
<thead>
<tr>
<th>Rate</th>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
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<tr>
<td>$15.35</td>
<td>Jan. 1, 2021</td>
<td>Feb. 1, 2021</td>
<td>March 1, 2021</td>
</tr>
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<td>$15.95</td>
<td>Jan. 1, 2022</td>
<td>Feb. 1, 2022</td>
<td>March 1, 2022</td>
</tr>
<tr>
<td>$16.55</td>
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<td>Feb. 1, 2023</td>
<td>March 1, 2023</td>
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<td>$17.15</td>
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<td>Feb. 1, 2024</td>
<td>March 1, 2024</td>
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<td>$17.75</td>
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<td>March 1, 2025</td>
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### Residential Equivalence/Unit Factor

<table>
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<th></th>
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<tr>
<td>$15.35/REU</td>
<td>$15.95/REU</td>
<td>$16.55/REU</td>
<td>$17.15/REU</td>
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### Special Residential Flat Rate

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<tr>
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<tr>
<td>$40.13</td>
<td>Jan. 1, 2023</td>
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<tr>
<td>$40.93</td>
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<tr>
<td>$41.75</td>
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## EXHIBIT AA

### Sewer Trunkage Charge

<table>
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<th>Meter Size</th>
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<td>1” or less</td>
<td>$2,879</td>
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<tr>
<td>1½”</td>
<td>$11,540</td>
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<tr>
<td>2”</td>
<td>$20,515</td>
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<tr>
<td>2½”</td>
<td>$32,050</td>
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<tr>
<td>3”</td>
<td>$46,155</td>
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<tr>
<td>4”</td>
<td>$82,050</td>
</tr>
<tr>
<td>6”</td>
<td>$184,615</td>
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</table>
WATER SYSTEM AMENDMENT ORDINANCE  
CHARTER TOWNSHIP OF GRAND HAVEN, MICHIGAN

An Ordinance to amend the Rate Schedule attached as Exhibit A to the Water System Ordinance, Ordinance No. 442, as amended.

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

Sec. 1     RATE SCHEDULE

The rate schedule attached as Exhibit A to the Charter Township of Grand Haven Water System Ordinance per Section 2.2 of that ordinance is updated and amended by the rate schedule attached as Exhibit AA to this Ordinance. Any portion of Exhibit A not addressed or affected by the attached Exhibit AA shall remain in effect as is.

Sec. 2     EFFECTIVE DATE

This Ordinance was approved and adopted by the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, at a regular Board meeting on _________________, 2020, after introduction and a first reading at a regular Board meeting on _________________, 2020, and publication after first reading as required by Act 359 of the Michigan Public Acts of 1947, as amended. This Ordinance shall be effective _________________, 2020.

_________________________________  __________________________________
Mark Reenders, Township Supervisor  Laurie Larsen, Township Clerk
I, Laurie Larsen, the Clerk for the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing Water System Amendment Ordinance was adopted at a regular meeting of the Township Board held on ________________, 2020. 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 ______________________, 2020.

______________________________
Laurie Larsen, Clerk
Grand Haven Charter Township
**Commodity Charge** Per 1,000 gallons

<table>
<thead>
<tr>
<th>Commodity</th>
<th>Monthly</th>
<th>Q</th>
<th>Q1</th>
<th>Q2</th>
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<td>NOWS Water</td>
<td>Jan 1, 2021</td>
<td>Jan 1, 2021</td>
<td>Feb 1, 2021</td>
<td>March 1, 2021</td>
</tr>
<tr>
<td>G. R. Water</td>
<td>Jan 1, 2022</td>
<td>Jan 1, 2022</td>
<td>Feb 1, 2022</td>
<td>March 1, 2022</td>
</tr>
<tr>
<td>NOWS Water</td>
<td>Jan 1, 2023</td>
<td>Jan 1, 2023</td>
<td>Feb 1, 2023</td>
<td>March 1, 2023</td>
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<tr>
<td>G. R. Water</td>
<td>Jan 1, 2024</td>
<td>Jan 1, 2024</td>
<td>Feb 1, 2024</td>
<td>March 1, 2024</td>
</tr>
<tr>
<td>NOWS Water</td>
<td>Jan 1, 2025</td>
<td>Jan 1, 2025</td>
<td>Feb 1, 2025</td>
<td>March 1, 2025</td>
</tr>
<tr>
<td>G. R. Water</td>
<td>Jan 1, 2026</td>
<td>Jan 1, 2026</td>
<td>Feb 1, 2026</td>
<td>March 1, 2026</td>
</tr>
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</table>

**Monthly Residential Customer Service Charge** for NOWS and Grand Rapids

<table>
<thead>
<tr>
<th>Service Charge</th>
<th>Q</th>
<th>Q1</th>
<th>Q2</th>
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<td>March 1, 2023</td>
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<tr>
<td>$14.23</td>
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<td>$14.23</td>
<td>Jan. 1, 2025</td>
<td>Feb. 1, 2025</td>
<td>March 1, 2025</td>
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**Monthly Commercial Customer Service Charge** for NOWS and Grand Rapids

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1” Meter</td>
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<td>$22.50</td>
<td>$22.50</td>
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<td>$45.53</td>
<td>$45.53</td>
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<tr>
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<tr>
<td>4” Meter</td>
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<td>$406.06</td>
<td>$406.06</td>
<td>$406.06</td>
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</tr>
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</table>
## Monthly Fire Line Charges for NOWS and Grand Rapids customers

<table>
<thead>
<tr>
<th></th>
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<tr>
<td>6” or less</td>
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<td>$13.65</td>
<td>$13.90</td>
<td>$14.15</td>
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<tr>
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<td>$29.50</td>
<td>$29.50</td>
<td>$29.50</td>
<td>$29.50</td>
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<tr>
<td>10”</td>
<td>$50.50</td>
<td>$51.00</td>
<td>$51.50</td>
<td>$52.00</td>
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<tr>
<td>12’</td>
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<td>$86.00</td>
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## COS Water Trunkage Fees

<table>
<thead>
<tr>
<th>Meter Size</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
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<td>1” or less</td>
<td>$905</td>
</tr>
<tr>
<td>1.5”</td>
<td>$3,625</td>
</tr>
<tr>
<td>2”</td>
<td>$6,445</td>
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<tr>
<td>3”</td>
<td>$14,505</td>
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<tr>
<td>4”</td>
<td>$25,785</td>
</tr>
<tr>
<td>6”</td>
<td>$58,020</td>
</tr>
</tbody>
</table>
Community Development Memo

DATE: November 19, 2020
TO: Township Board
FROM: Stacey Fedewa, AICP – Community Development Director
RE: Zoning Text Amendment Ordinance

BACKGROUND

Working through the ordinance, staff have identified additional improvements. These were reviewed with the Planning Commission on October 19th where a motion was adopted recommending the Board approve the text amendments, as revised.

The Board held a first reading on November 9th and the Outdoor Lighting language was removed from the draft. This topic will be on a future agenda with more in depth information.

#1 – ONSITE SERVICES FOR MAJOR HOME BASED BUSINESSES

Several businesses have approached the Township to operate out of their homes, but the limitation of “no onsite services” have precluded these residents from achieving this goal. While unintentional, this new land use is a saving grace for some residents and business owners that cannot afford to keep their brick & mortar location open but do not want to close their business.

The proposed language sets the stage for the Planning Commission by stating the intent—limiting the number of customers visiting the site as much as possible while still balancing the economic interest of the business and maintaining the residential character of the neighborhood.

This provides a framework for the Planning Commission to have discretion on setting restrictions for businesses requesting on-site services.

On November 16th the Planning Commission approved a Special Land Use for a Major Home Based Business that will perform clothing alterations between 10am-6pm a maximum of 4 days per week. The approval is conditioned upon the text amendment taking effect.
The Grand Haven Custom Molding experience illuminated the need to provide a better description of front yard landscaping for properties in the US-31 Overlay Zone.

Currently, it refers the reader back to the Landscaping chapter for guidance. However, the guidance was intended for visual screening buffers between incompatible land uses (i.e., gas station next to a single family residence).

The intent of the US-31 Overlay District’s front yard greenbelt was for aesthetics and intended to balance the businesses visibility and sightlines with the Township’s objective of the US-31 corridor maintaining its natural beauty.

For this reason, staff is proposing the applicant have flexibility on final placement and simply provide guidance on the Township’s expectations.

The prior ordinance established the front yard setback as lots within 200 feet on the same side of the road. This method was not conducive for properties in the dunes, so a 300 foot buffer area was used. Subsequently, another circumstance arose where the 300 foot buffer was not conducive for a typical grid-style neighborhood.

For this reason, staff is proposing the Township allow both methods to be used. The Zoning Administrator decides when each method is most appropriate and includes guidance.

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

**Motion** to approve the Zoning Text Amendment Ordinance with draft date of 11/19/2020. **This is the second reading.**

If the Board finds the text amendments require revisions, the following motion can be offered:

**Motion** to table the Zoning Text Amendment Ordinance and direct staff to address the following:

1. *List revisions...*

Please contact me if this raises questions.
ORDINANCE NO. ____

ZONING TEXT AMENDMENT ORDINANCE

AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF GRAND HAVEN CHARTER TOWNSHIP, OTTAWA COUNTY, MICHIGAN, CONCERNING ON SITE SERVICES FOR MAJOR HOME-BASED BUSINESSES; CLARIFYING GREENBELT REQUIREMENTS; ESTABLISH TWO METHODS OF AVERAGE FRONT YARD SETBACK; CREATE FOOTCANDLE LIMITATIONS AND REQUIRE COLOR RATING INDEX FOR OUTDOOR LIGHTING; AND BY PROVIDING FOR AN EFFECTIVE DATE.

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

Section 1. Special Land Use – Home Based Businesses. Section 12.21 of the Grand Haven Charter Township Zoning Ordinance shall be restated in its entirety as follows.

Section 12.21

HOME BASED BUSINESSES.

(A) Minor Home Based Businesses: See Section 14.03.

(B) The following standards shall apply to Major Home Based Businesses:

(1) The operation of a Home Based Business shall be conducted within the Dwelling Unit, attached or detached Accessory Building, or rear yard.

(2) The Home Based Business shall be conducted by the person or persons occupying the Lot as their principal residence and up to two (2) on-site employees. Additional employees may meet at the Main Building solely for purposes of receiving instructions regarding work to be conducted at another site or collecting equipment or materials necessary for their work at another site, or documents related to their employment.

(3) One parking space per employee is required. Parking on grass is prohibited. Spaces for employees must be on a hard surface. On-street parking shall not be counted towards required parking space.

(4) The Home Based Business shall not create negative impacts on surrounding residential property, in the opinion of the Planning Commission.

(5) The floor area used for the Home Based Business shall not exceed fifty percent (50%) of the Gross Floor Area of the Dwelling Unit.

(6) It is the intent of these regulations to limit the number of customers visiting the site of the Major Home Based Business as much as possible and maintain the residential character of the neighborhood while still balancing the economic interests of the business.

(a) No in-person retail sales may take place as part of the Major Home Based Business (online or mail order retail is permitted, as is wholesale).
On-site services shall be considered on a case-by-case basis due to the variable nature of business models. To ensure the intent of this provision is met, the Planning Commission may establish limitations such as hours of operation.

Outside storage must be located in the rear yard and must be fully screened from surrounding properties by an opaque fence.

In the event of complaints by surrounding property owners or occupants, the Planning Commission shall hold a public hearing and determine whether the Home Based Business is in violation of this Ordinance. Home based businesses found in violation of this Ordinance shall be subject to the voiding of their Special Land Use permit.

Section 2. **US-31 Character Overlay Zone – Landscaping Requirements.** Section 8.08.B of the Grand Haven Charter Township Zoning Ordinance shall be restated in its entirety as follows.

(B) **Front Yard Landscape Area.** A minimum thirty-five (35) foot wide landscaped area is required along fifty percent (50%) of the entire frontage, except for the area taken up by driveways, which is excluded from the fifty percent (50%). This area must include a combination of trees and shrubs planted in a natural arrangement. The specific design and location of plantings within this thirty-five (35) foot wide area is at the discretion of the applicant to provide flexibility on sightlines, among other factors.

Section 3. **Zoning Districts – Yard and Lot Regulations.** Section 2.13.E of the Grand Haven Charter Township Zoning Ordinance shall be restated in its entirety as follows.

(E) Where an average setback line less than that required by this Ordinance has been established by existing buildings, the Zoning Administrator may select one of the following methods to establish the average front yard setback. The selection should be based on the character of the properties and surrounding area.

1. **Existing buildings located within three hundred (300) feet of the subject property, in all directions, such average setback shall apply.** It is anticipated this method will be most useful in the Critical Dune Areas.

2. **Existing buildings located within two hundred (200) feet of the lot in question, on both sides, such average setback shall apply.** It is anticipated this method will be most useful in traditional grid-style block neighborhoods.

Section 4. **Effective Date.** This amendment to the Grand Haven Charter Township Zoning Ordinance was approved and adopted by the Township Board of Grand Haven Charter Township, Ottawa County, Michigan on ______, 2020, after a public hearing as required pursuant to Michigan Act 110 of 2006, as amended; after introduction and a first reading on November 9, 2020, and after posting and publication following such first reading as required by Michigan Act 359 of 1947, as amended. This Ordinance shall be effective on ______, 2020, which date is the eighth day after publication of a Notice of Adoption and Posting of the Zoning Text Amendment Ordinance in the Grand Haven Tribune, as required by Section 401 of Act 110, as amended. However, this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110, as amended.

______________________________  ______________________________
Mark Reenders, Township Supervisor  Laurie Larsen, Township Clerk
CERTIFICATE

I, Laurie Larsen, the Clerk for the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing Grand Haven Charter Township Zoning Text Amendment Ordinance was adopted at a regular meeting of the Township Board held on __________, 2020. 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 __________, 2020.

________________________________________
Laurie Larsen, Clerk
Grand Haven Charter Township
On October 9, 2020, Grand Haven Charter Township was notified of a required addendum needed for their Municipal Employees’ Retirement (MERS) Defined Contribution Retirement Plan. This addendum requires the Township to further explain employee classification definitions. To ensure the definitions provided to MERS are accurate, the Township must update some of the employee definitions in the Township’s Personnel Policies and Procedures Manual, prior to submitting the MERS Defined Contribution Plan Adoption Agreement Addendum to the Board for approval.

The Personnel Committee met on November 11, 2020, and supported forwarding the revised and added employee classification definitions to the Township Board for approval.

If the Township Board supports the recommended revisions and additions to the Definitions, as highlighted on pages 2 – 3 of this memo, the following motion could be offered for consideration:

**Motion to approve Resolution 20-11-01, authorizing the Definitions, as submitted, effective immediately.**

If you have any questions, please let me know.
DEFINITIONS

The words and phrases below have the following meanings for the Township Personnel Policies and Procedures Manual:

**Applicant:** A person who has completed an application for employment with the Township.

**Board:** As mentioned in the manual, the Township Board consisting of elected Supervisor, Clerk, treasurer, and trustees.

**Compensatory Time:** Time off with pay, granted by the Township, to Non-Exempt and exempt salaried employees for time worked in excess of a standard work week. See Appendix A.

**Department Director:** An administrative employee who supervises, directs, and coordinates the operation of a particular Township department.

**Exempt Employee:** A Township employee who, because of his/her duties, responsibilities, and salary, is exempt from the overtime provisions as provided by applicable law. Exempt employees are divided into three categories: Executive, Administrative, and Professional. Current exempt employees are listed in Appendix B.

**Full-Time Employee:** An employee who is hired for an indefinite period and who is normally on the active employment roll thirty (30) hours per week, fifty-two (52) weeks per year.

**Immediate Supervisor:** Those persons designated by the Township Board as Supervisors for certain employees.

**Job Description:** A written listing of a position’s duties and responsibilities.

**Minimum Qualifications:** Minimum hiring or promotion standards for each position established by the Township Board which must be met by an applicant prior to placement of the applicant in the position. Those standards shall include education, training, licenses or certification, and experience in other Township positions or in positions outside Township employment.

**Non-Exempt Employee:** A Township employee who, because of his/her duties, responsibilities, and salary, is not exempt from the overtime provision of the Michigan Minimum Wage Law or the Federal Fair Labor Standards Act (“FLSA”). A Non-Exempt employee must receive the minimum overtime compensation as provided by the applicable statute.

**Part-Time Employee:** An employee who is hired for an indefinite period and who normally works fewer than 80 hours a month, less than thirty (30) hours per week, fifty-two (52) weeks per year.

**Personnel Committee:** A committee designated by the Township Board to recommend personnel policies to the Board and to recommend merit or performance pay changes.

**Personnel Director:** The Township Manager or an individual designated by the Township Manager to assume responsibility for administering the Township’s personnel system.
Position: A group of current duties and responsibilities assigned by the Township and specified by a job description that requires the Full or Part-Time employment of one person.

Qualifying Employee: Any person hired by the Township serving a specified period to determine if the employee possesses the minimum requisite qualifications for the position.

Seasonal Employee: An employee hired for a period of set duration or one who is called upon to work sporadically, depending upon Township workload needs, from April through November.

Temporary Employee: An employee hired for five continuous months or less a period of set duration or one who is called upon to work sporadically depending upon Township workload needs.

Township Manager: The appointed Township Superintendent of the Township, granted all powers and authority under MCLA 42.10, Section 10 of Public Act 359 of the Public Acts of 1947, as amended.
At a regular meeting of the Township Board of Grand Haven Charter Township, Ottawa County, Michigan, held at the Township Hall at 13300 168th Ave., Grand Haven, Michigan 49417, on November 23, 2020, at 7:00 p.m., local time.

PRESENT:

ABSENT:

The following resolution was offered by Trustee and seconded by Trustee

RESOLUTION 20-11-01

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

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

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

WHEREAS, the Township Board believes that it is reasonable and appropriate to adopt this amendment, clarifying employment classification definitions.

NOW, THEREFORE, BE IT HEREBY RESOLVED:

1. That Definitions, is to read in its entirety as follows:

DEFINITIONS

The words and phrases below have the following meanings for the Township Personnel Policies and Procedures Manual:

Applicant: A person who has completed an application for employment with the Township.

Board: As mentioned in the manual, the Township Board consisting of elected Supervisor, Clerk, treasurer, and trustees.

Compensatory Time: Time off with pay, granted by the Township, to Non-Exempt and exempt salaried employees for time worked in excess of a standard work week. See Appendix A.
**Department Director**: An administrative employee who supervises, directs, and coordinates the operation of a particular Township department.

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**Job Description**: A written listing of a position’s duties and responsibilities.

**Minimum Qualifications**: Minimum hiring or promotion standards for each position established by the Township Board which must be met by an applicant prior to placement of the applicant in the position. Those standards shall include education, training, licenses or certification, and experience in other Township positions or in positions outside Township employment.

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**Position**: A group of current duties and responsibilities assigned by the Township and specified by a job description that requires the Full or Part-Time employment of one person.

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**Temporary Employee**: An employee hired for five continuous months or less or one who is called upon to work sporadically depending upon Township workload needs.
Township Manager: The appointed Township Superintendent of the Township, granted all powers and authority under MCLA 42.10, Section 10 of Public Act 359 of the Public Acts of 1947, as amended.

(Amended 11/23/20)

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

YES:
NO:
ABSENT:

RESOLUTION DECLARED ADOPTED.

DATED: November 23, 2020

Laurie Larsen, Township Clerk
CERTIFICATE

I, the undersigned, the duly qualified and acting Township Clerk of the Grand Haven Charter Township, Ottawa County, Michigan, do hereby certify that the foregoing is a true and complete copy of the resolution adopted by the Township Board at a regular meeting of the Township Board held on January 13, 2020, do further hereby certify that public notice of said meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

________________________________

Laurie Larsen, Township Clerk
TO: Township Board  
FROM: Andrea Dumbrell, Human Resources Director  
DATE: November 19, 2020  
RE: Approval of MERS Defined Contribution Plan Adoption Agreement Addendum

On October 9, 2020, Grand Haven Charter Township was notified via email, by the Municipal Employees’ Retirement System (MERS), of a required addendum needed for Grand Haven Charter Township’ Defined Contribution Plan. This required addendum is being requested of all MERS’ participating agencies with Defined Contribution plans. The information MERS is requesting through the addendum paperwork will be used to supplement Grand Haven Charter Township’s previously submitted information MERS has on file and support accurate benefit calculations. All details will be effective January 1, 2021, and do not impact existing benefits on file. The collected information is legally binding and requires governing body approval.

In summary, the addendum repeats the already established:

- eligibility requirements as a permanent, full-time employee and permanent, employee regularly working 80 hours or more in a month;
- a probationary period of six months; and,
- compensation defined as salary or hourly wages, paid time off, and hazard pay.

For your review, the completed Defined Contribution Plan Adoption Agreement Addendum has been attached. Additionally, the following motion is offered for the Board’s consideration:

*Motion to approve the MERS Defined Contribution Plan Adoption Agreement Addendum as presented, effective January 1, 2021.*

If you have any questions regarding these recommendations, please feel free to contact me at adumbrell@ght.org or 616.604.6309.
The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Contribution (DC) Plan provided by the Municipal Employees’ Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of January, 2021.

II. Employer name  Grand Haven Chtr Twp

Municipality number 702201

This is an amendment of the existing MERS Defined Contribution Agreement. Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 702201110459

Note: This division should reflect how you currently define employees who are eligible to participate, for example, All full-time Employees, New hires after 1/1/2019, etc.

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Contribution Plan. If an employee classification is included in the plan, then employees that meet this definition are required to participate in the plan and earn time toward vesting. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS, such as “Clerical staff working more than 160 hours in a month,” “Elected Officials” or “Admin working >32 hours per week,” etc.:

- Plan includes Township defined full-time employees; and, non-temporary employees working 80 hours or more in a month. Plan excludes contract employees, part-time firefighters, temporary employees, Township board members, and Township commission members.

Employee classification contains public safety employees:  

- Yes
- No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).
If you elect to include a special classification (chart below), then the employee will be required to participate in the employer and employee contributions adopted in your plan. An excluded classification will require additional information below.

To further define eligibility (select all that apply):

<table>
<thead>
<tr>
<th>Employee Classification</th>
<th>Included</th>
<th>Excluded</th>
<th>Not Employed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Temporary Employees</strong>: Those who will work for the municipality fewer than 5 months in total.</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td><strong>Part-Time Employees</strong>: Those who regularly work fewer than 80 hours per month.</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td><strong>Seasonal Employees</strong>: Those who will work for the municipality from April to November only.</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td><strong>Voter-Elected Officials</strong></td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td><strong>Appointed Officials</strong>: An official appointed to a voter-elected office.</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td><strong>Contract Employees</strong></td>
<td></td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

**Probationary Periods** (select one):

- Contributions will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, contributions will not be reported and service toward vesting will begin when probationary period has ended.

- The probationary period will be 6 month(s).

- Comments:

  The probationary period for Grand Haven Charter Township is six months.

Contributions will begin with the employee’s date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.
IV. Provisions

1. Leaves of Absence

Regardless of whether an employee is earning a wage while on the following types of leave:

- Third-party wages are not used in determining contributions for periods of leave.
- Vesting under elapsed time continues to accrue even if wages are not earned and contributions are zero.

*Note:* Employers who determine vesting based on an “hours-reported” method, should report actual worked hours for the month where there was a leave.

Types of leave include:

- Short Term and Long Term Disability
- Workers Compensation
- Unpaid Family Medical Leave Act (FMLA)

Leaves of absence due to military service are governed by the federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).
2. Definition of Compensation

The Definition of Compensation is used to determine participant and employer contributions. Wages are strongly recommended to be reported with regular wage/contribution reports to MERS. Contributions cannot exceed IRS limitations.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

<table>
<thead>
<tr>
<th>Types of Compensation</th>
<th>Base Wages</th>
<th>Box 1 Wages</th>
<th>Gross Wages</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Regular Wages</strong></td>
<td>All Regular Wages included</td>
<td>All Regular Wages included</td>
<td>All Regular Wages included</td>
</tr>
<tr>
<td>Salary or hourly wage X hours</td>
<td>All Regular Wages included</td>
<td>All Regular Wages included</td>
<td>All Regular Wages included</td>
</tr>
<tr>
<td>PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)</td>
<td>All Regular Wages included</td>
<td>All Regular Wages included</td>
<td>All Regular Wages included</td>
</tr>
<tr>
<td>On-call pay</td>
<td>All Regular Wages included</td>
<td>All Regular Wages included</td>
<td>All Regular Wages included</td>
</tr>
<tr>
<td><strong>Other Wages</strong></td>
<td>Excluded</td>
<td>All Other Wages included</td>
<td>All Other Wages included</td>
</tr>
<tr>
<td>Shift differentials</td>
<td>All Other Wages included</td>
<td>All Other Wages included</td>
<td>All Other Wages included</td>
</tr>
<tr>
<td>Overtime</td>
<td>Excluded</td>
<td>All Other Wages included</td>
<td>All Other Wages included</td>
</tr>
<tr>
<td>Severance issued over time (weekly/bi-weekly)</td>
<td>Excluded</td>
<td>All Other Wages included</td>
<td>All Other Wages included</td>
</tr>
<tr>
<td><strong>Lump Sum Payments</strong></td>
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<td>All Lump Sum Payments included</td>
</tr>
<tr>
<td>PTO cash-out</td>
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<td>All Lump Sum Payments included</td>
<td>All Lump Sum Payments included</td>
</tr>
<tr>
<td>Longevity</td>
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<td>All Lump Sum Payments included</td>
<td>All Lump Sum Payments included</td>
</tr>
<tr>
<td>Bonuses</td>
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<td>All Lump Sum Payments included</td>
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</tr>
<tr>
<td>Merit pay</td>
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<td>All Lump Sum Payments included</td>
<td>All Lump Sum Payments included</td>
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<td>Job certifications</td>
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<td>Moving expenses</td>
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<td>Sick payouts</td>
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<tr>
<td>Severance (if issued as lump sum)</td>
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<tr>
<td><strong>Taxable Payments</strong></td>
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<td>All Taxable Payments included</td>
</tr>
<tr>
<td>Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement)</td>
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<td>All Taxable Payments included</td>
<td>All Taxable Payments included</td>
</tr>
<tr>
<td>Prizes, gift cards</td>
<td>Excluded</td>
<td>All Taxable Payments included</td>
<td>All Taxable Payments included</td>
</tr>
<tr>
<td>Personal use of a company car</td>
<td>Excluded</td>
<td>All Taxable Payments included</td>
<td>All Taxable Payments included</td>
</tr>
<tr>
<td>Car allowance</td>
<td>Excluded</td>
<td>All Taxable Payments included</td>
<td>All Taxable Payments included</td>
</tr>
<tr>
<td><strong>Reimbursement of Nontaxable Expenses</strong> (as defined by the IRS)</td>
<td>Excluded</td>
<td>Excluded</td>
<td>Excluded</td>
</tr>
<tr>
<td>Gun, tools, equipment, uniform</td>
<td>Excluded</td>
<td>Excluded</td>
<td>Excluded</td>
</tr>
<tr>
<td>Phone</td>
<td>Excluded</td>
<td>Excluded</td>
<td>Excluded</td>
</tr>
<tr>
<td>Fitness</td>
<td>Excluded</td>
<td>Excluded</td>
<td>Excluded</td>
</tr>
<tr>
<td>Mileage reimbursement</td>
<td>Excluded</td>
<td>Excluded</td>
<td>Excluded</td>
</tr>
<tr>
<td>Travel through an accountable plan (i.e. tracking mileage for reimbursement)</td>
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<td>Excluded</td>
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</tr>
<tr>
<td><strong>Types of Deferrals</strong></td>
<td>All Elective Deferrals included</td>
<td>Excluded</td>
<td>All Elective Deferrals included</td>
</tr>
<tr>
<td>Elective Deferrals of Employee Premiums/Contributions</td>
<td>All Elective Deferrals included</td>
<td>Excluded</td>
<td>All Elective Deferrals included</td>
</tr>
<tr>
<td>457 employee and employer contributions</td>
<td>All Elective Deferrals included</td>
<td>Excluded</td>
<td>All Elective Deferrals included</td>
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<tr>
<td>125 cafeteria plan, FSAs and HSAs</td>
<td>All Elective Deferrals included</td>
<td>Excluded</td>
<td>All Elective Deferrals included</td>
</tr>
<tr>
<td>IRA contributions</td>
<td>All Elective Deferrals included</td>
<td>Excluded</td>
<td>All Elective Deferrals included</td>
</tr>
</tbody>
</table>

| Types of Benefits                      | All Nontaxable Fringe Benefits included | Excluded | All Nontaxable Fringe Benefits included |
| Nontaxable Fringe Benefits of Employees | All Nontaxable Fringe Benefits included | Excluded | All Nontaxable Fringe Benefits included |
| Health plan, dental, vision benefits   | All Nontaxable Fringe Benefits included | Excluded | All Nontaxable Fringe Benefits included |
| Workers compensation premiums          | All Nontaxable Fringe Benefits included | Excluded | All Nontaxable Fringe Benefits included |
| Short- or Long-term disability premiums | All Nontaxable Fringe Benefits included | Excluded | All Nontaxable Fringe Benefits included |
| Group term or whole life insurance < $50,000 | All Nontaxable Fringe Benefits included | Excluded | All Nontaxable Fringe Benefits included |

| Mandatory Contributions                 | All Mandatory Contributions included | Excluded | All Mandatory Contributions included |
| Nontaxable Fringe Benefits of Employees | All Mandatory Contributions included | Excluded | All Mandatory Contributions included |
| 457 employee and employer contributions | All Mandatory Contributions included | Excluded | All Mandatory Contributions included |
| 125 cafeteria plan, FSAs and HSAs       | All Mandatory Contributions included | Excluded | All Mandatory Contributions included |
| IRA contributions                       | All Mandatory Contributions included | Excluded | All Mandatory Contributions included |

| Taxable Fringe Benefits                 | Excluded | Excluded | All Taxable Fringe Benefits included |
| Clothing reimbursement                  | Excluded | Excluded | All Taxable Fringe Benefits included |
| Stipends for health insurance opt out payments | Excluded | Excluded | All Taxable Fringe Benefits included |
| Group term life insurance > $50,000     | Excluded | Excluded | All Taxable Fringe Benefits included |

| Other Benefits / Lump Sum Payments      | Excluded | Excluded | All Other Lump Sum Benefits included |
| Workers compensation settlement payments | Excluded | Excluded | All Other Lump Sum Benefits included |
**Defined Contribution Plan Adoption Agreement Addendum**

**EMPLOYER NAME:** Grand Haven Chtr Twp  
DIV: 702201110459

**CUSTOM:** If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

### Types of Compensation

**Regular Wages**
- Salary or hourly wage X hours
- On-call pay
- Other: ________________________________

**PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)**
- Severance issued over time (weekly/bi-weekly)
- Other: ________________________________

**Shift differentials**
- Other: ________________________________

**Overtime**
- Severance issued over time (weekly/bi-weekly)
- Other: ________________________________

**Lump Sum Payments**
- PTO cash-out
- Longevity
- Bonuses
- Merit pay
- Other: ________________________________

**Shift differentials**
- Severance issued over time (weekly/bi-weekly)
- Other: ________________________________

**On-call pay**
- Severance issued over time (weekly/bi-weekly)
- Other: ________________________________

**Other Wages apply: YES [X] NO [ ]**
- On-call pay
- Severance issued over time (weekly/bi-weekly)
- Other: ________________________________

**Types of Benefits**

**Nontaxable Fringe Benefits of Employees**
- Health plan, dental, vision benefits
- Workers compensation premiums
- Other: ________________________________

**Mandatory Contributions**
- Group term life insurance < $50,000
- Other: ________________________________

**Taxable Fringe Benefits**
- Group term life insurance > $50,000
- Other: ________________________________

**Other Benefits / Lump Sum Payments**
- Group term life insurance > $50,000
- Other: ________________________________

**Types of Deferrals**

**Elective Deferrals of Employee Premiums/Contributions**
- 457 employee and employer contributions
- IRA contributions
- Other: ________________________________

**Types of Payments**

**Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement)**
- Mileage reimbursement
- Other: ________________________________

**Prizes, gift cards**
- Mileage reimbursement
- Other: ________________________________

**Personal use of a company car**
- Mileage reimbursement
- Other: ________________________________

**Travel through an accountable plan (i.e. tracking mileage for reimbursement)**
- Mileage reimbursement
- Other: ________________________________

**Reimbursement of Nontaxable Expenses (as defined by the IRS)**
- Gun, tools, equipment, uniform
- Mileage reimbursement
- Other: ________________________________

**Phone**
- Mileage reimbursement
- Other: ________________________________

**Fitness**
- Mileage reimbursement
- Other: ________________________________

**Hazard pay**
- Mileage reimbursement
- Other: ________________________________

**Other: ________________________________**
3. Forfeiture
A forfeiture occurs when a participant separates from employment prior to meeting the associated elapsed
time (or hours reported) to receive vesting. The percentage of his/her employer contribution account
balance that has not vested as of the date of termination will forfeit after 12 consecutive months following
the termination date reported by the employer, or earlier, if the System distributes the participant’s vested
portion. MERS will utilize an available forfeiture balance as an automatic funding source applied to
reported employer contributions at the time of reporting.

V. Execution:

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by Grand Haven Charter Township

at a Board Meeting which took place on: 11/23/2020

Authorized Signature: ______________________________________________________________________

Printed Name: _____________________________________________________________________________

Title: ______________________________________________________________________________________

Date: __________________

☐ I understand that approved board minutes are required to complete this request.

Board minutes should be sent to: DataCollectionProject@mersofmich.com
## WATER

<table>
<thead>
<tr>
<th>MONTH</th>
<th>WORK ORDERS</th>
<th>METER INSTALLS 3/4”</th>
<th>1” REPLACED METERS</th>
<th>REPLACED MXU’S</th>
<th>NEW TAPS 3/4”</th>
<th>1”</th>
<th>MAIN INSTALLED IN FEET</th>
<th>MILLION GALLONS OF NOWS WATER</th>
<th>MILLION GALLONS OF G.R. WATER</th>
<th>G.R. SUPPLEMENTAL WATER</th>
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**NOTES:**
- Installed 1 1/2" & 2" meters - Building E Lakeshore Flats
- Installed 2" meter - Building A Lakeshore Flats
- Installed 2" meter - Building C Lakeshore Flats

## WASTEWATER

<table>
<thead>
<tr>
<th>MONTH</th>
<th>WORK ORDERS</th>
<th>NEW TAPS</th>
<th>MAIN INSTALLED IN FEET</th>
<th>MILLION GALLONS OF WASTE PUMPED</th>
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**NOTES:**