



**GRAND HAVEN CHARTER TOWNSHIP
BOARD AGENDA
Monday, January 24, 2022**

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 January 10, 2022, Regular Board Minutes
 2. Approve Payment of Invoices in the amount of \$523,938.90 (*A/P checks of \$376,890.47 and payroll of \$147,048.43*)
 3. Approve Replacement of 2012 Grand Caravan with 2022 Enclave (\$43,380)
 4. Approve Electrical Inspections Agreement with Johnson Electrical
- VI. PRESENTATION – Four Pointes Center for Successful Aging (*Kim Kroll, Executive Director*)
- VII. OLD BUSINESS
 1. Approve Resolution 22-01-01 – Approving Ballot Language for Five (5) Year Fire/Rescue Operating Millage
 2. Approve Resolution 22-01-02 – Supporting 50 mph Speed Limit on Lincoln Street West of US-31
 3. Approve Resolution 22-01-03 – Rejecting Master Plan Amendments and Requesting Additional Work by the Planning Commission
- VIII. NEW BUSINESS
 1. Approve Resolution 22-01-04 – Adopting a De Minimis Benefits Policy
- IX. REPORTS & CORRESPONDENCE
 1. Committee Reports
 2. Manager’s Report
 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, JANUARY 10, 2022**

REGULAR MEETING

I. CALL TO ORDER

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

II. PLEDGE TO THE FLAG

III. ROLL CALL

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

Board members absent:

Also present was Manager Cargo, Fire/Rescue Chief Sipe, Senior Planner Thibault, and Associate Planner Hoisington.

IV. APPROVAL OF MEETING AGENDA

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

V. APPROVAL OF CONSENT AGENDA

1. Approve December 13, 2021, Regular Board Minutes
2. Approve Payment of Invoices in the amount of \$428,796.68 (*A/P checks of \$220,906.68 and payroll of \$207,890.00*)

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

VI. OLD BUSINESS

1. Discussion was held on scheduling the millage renewal election for the Fire/Rescue Operating Millage. The Board instructed staff to prepare the resolution scheduling the millage renewal election for the May school election, which can be adopted at the January 24th Board meeting.

VII. NEW BUSINESS

1. Discussion was held on lowering the speed limit on Lincoln Street – west of US-31 – from the current 55 mph speed limit (*i.e., unposted*) to the proposed 50-mph posted speed limit. The Board instructed staff to prepare a resolution supporting the 50-mph speed limit which can be adopted at the January 24th Board meeting.
2. Supervisor Reenders noted that some organizations wanted to request that the Master Plan amendments be rejected due to certain development projects that arose after the Planning Commission's recommendation. Comments from the public included the

following:

- a. The Redstone group (*i.e.*, *David Stebbins*) discussed their proposal to develop a mix-use residential development near M-45 and US-31 with 500± units and requested that the proposed Master Plan Amendment be rejected and returned to the Planning Commission to allow for consideration of their development plans.
- b. Coach Road Capital (*i.e.*, *Terry Nash*) discussed their proposal to expand the Lakeshore Flats apartment complex and requested that the proposed Master Plan Amendment be rejected and returned to the Planning Commission to allow for consideration of their development plans.
- c. Jost International (*i.e.*, *Lee Brace*) discussed their proposal to expand their facility near Hayes Street and 168th Avenue and requested that the proposed Master Plan Amendment be rejected and returned to the Planning Commission to allow for consideration of their development plans.
- d. Joe Cech III (*14206 168th Avenue*) noted that his family has worked with Jost International and supports expanding the Industrial Master Plan designation north of the Vincent Drain.
- e. Chamber Economic Development Director Elizabeth Butler noted the Chambers support for further amendments to the Master Plan to accommodate the Jost International expansion.
- f. Chamber of Commerce President Joy Gaasch noted the Chambers support for further amendments to the Master Plan to accommodate the proposed housing projects and stated that the Housing Next project projects a need of 829 additional rental units for this region and 2,145 additional “for sale” units over the next four years.
- g. Trustee Wagenmaker noted that he supported consideration of changing some of the Rural Preserve Master Plan designations to Rural Residential. Staff noted that Rural Residential designations do require some minimal infrastructure.

The Board instructed staff to prepare a resolution to reject the Master Plan amendments and to include reasons for the rejection to allow the Planning Commission to consider the aforementioned.

3. **Motion** by Clerk Larsen supported by Trustee Redick to conditionally approve the Platted Lot Division for 15596 Mercury Drive with current Parcel No. 70-03-35-199-015, based on the application meeting the requirements and standards set forth by the Grand Haven Charter Township Subdivision Control Ordinance and Zoning Ordinance. Approval is conditioned upon any future residential dwellings that shall connect to municipal water. **Which motion carried.**

VIII. REPORTS AND CORESPONDENCE

- a. Committee Reports
 - i. Clerk Larsen noted that the Personnel Committee will be meeting on January 19th.
 - ii. Trustee Behm noted that the Public Safety Committee will be meeting on January 12th.
- b. Manager's Report
 - i. 2021 Project List - Year End Update
 - ii. 2021 - Fourth Quarter Fire/Rescue Report
 - iii. December Building Report
 - iv. December Enforcement Report
 - v. December Public Services Report
 - vi. November Legal Review
- c. Others
 - None.

IX. PUBLIC COMMENTS

None.

X. ADJOURNMENT

Motion by Clerk Larsen and seconded by Trustee Behm to adjourn the meeting at 7:52 p.m. **Which motion carried**

Respectfully Submitted,



Laurie Larsen

Grand Haven Charter Township Clerk



Mark Reenders

Grand Haven Charter Township Supervisor

INTER-OFFICE MEMO

DATE: January 20, 2022
TO: Township Board
FROM: Chappell/Cargo
SUBJECT: Replacement of 2012 Grand Caravan

As you may recall, the FY2022 Budget contained **\$40k** for the replacement of the 2012 Dodge Grand Caravan. Unfortunately, neither Dodge nor Chrysler are manufacturing “mini-vans” except for the Pacifica ... which is more expensive than the proposed Buick Enclave. Further, Cargo did not want the Tahoe because this vehicle is both too large for his needs and more expensive.

Therefore, staff determined that the 2022 Enclave through the State Purchasing Program would be the most appropriate replacement. Unfortunately, the state bid on the base model of the Enclave increased[↑] by \$2,143 since the budget was adopted in November – from \$38,009 for the base vehicle to **\$40,105**.

The purchase would be through Todd Wenzel Buick of Westland – which is the same dealer used to purchase the two (2) Tahoes last year. *(A quote was sought from the local dealer, who noted that they could not compete with the state bid – and provided a price estimate of \$50k+.)*

Cargo did request that two safety features be added to the base model. These included:
✓ All Wheel Drive @ \$1,908
✓ A surround camera vision @ \$1,320

Both of these options could be excluded if the Board does not want these features. With these two additions, the purchase price would be **\$43,380**.

If approved, deliver would likely be about April (*i.e., 10 weeks*). Further, the 2012 Grand Caravan will be sold through Miedema Auctions at an expected price of about \$5,500±.

If the Board supports the purchase, the following motion can be offered:

Move to authorize the purchase of a 2022 Buick Enclave through the State Purchasing Program at a price of \$43,380 and the sale of a 2012 Dodge Grand Caravan through Miedema Auctions.

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



TO: Township Board
FROM: Andrea Dumbrell, Human Resources Director
DATE: January 19, 2022
RE: Contract for Electrical Permitting, Inspection and Enforcement Services

From May of 2021 until December 2021, Paul Bierman, of Bierman Inspection Services, had been providing Grand Haven Charter Township with contracted electrical permitting, inspection, and enforcement services. During that time, Paul provided the staff, builders, and residents of the Township with excellent service; and we were saddened to hear of Paul's passing in December 2021.

In Paul's contract, he provided the Township with alternate inspectors to use, if ever he was unavailable to provide services. In January 2021, Township staff reached out to the first alternate, Jeff Johnson, to discuss completing the electrical inspection work for the Township.

Jeff Johnson resides in Muskegon, has 24 years' experience as an electrician, and has been working full-time as an electrical inspector for approximately 6 years. Jeff's electrical inspector services, with the assistance of Joel Hosko, include work for: the City of Whitehall, City of North Muskegon, Dalton Township, Egelston Township, Fruitland Township, Holton Township, Laketon Township, Michigan Township Services of Michigan, Muskegon Township, Village of Lakewood Club, White Lake Authority, and White River Township. He also recently signed a contract with the City of Norton Shores to complete electrical inspection services for them.

Upon discussing a contract with Jeff, he is excited for this opportunity and is providing the proper licenses and insurance to complete the work. He also has successfully completed the background check; and building officials and builders in the West Michigan area speak highly of his work.

Jeff has agreed to keep the same \$50 cost per inspection that Paul Bierman and Gord Bosch charged the Township, so the only changes in the attached draft contract are the names of those doing the work.

The Administration and Building Official look forward to working with Jeff Johnson. Staff believe his knowledge and experience will be valuable assets to our area builders and the Township.

If the Board concurs with Administration's recommendation to contract with Jeff Johnson, the following motion could be offered for consideration:

Move to authorize Superintendent Cargo to execute a one-year Inspection Agreement with Jeff Johnson for Electrical Permitting, Inspection, and Enforcement Services, effective immediately.

If you have any questions, please do not hesitate to contact Bill Cargo, Scott Corbat, or Andrea Dumbrell.

CONTRACT

THIS AGREEMENT is made the 24th day of January 2022, by and between the following parties:

Charter Township of Grand Haven ("Township")
13300 168th Avenue
Grand Haven, Michigan 49417
(616) 842-5988

and

Jeffery Johnson ("Johnson") d/b/a JJ's Electric Inc.
3565 Whispering Woods Drive
Muskegon, MI, 49444
(231) 329-4465

RECITALS

A. The Township is a governmental subdivision that has elected to administer and enforce the Stille-DeRossett-Hale Single State Construction Code Act ("Act" - MCL 125.1501, et seq.) and the State Construction Code, including the Michigan Building Code, as adopted by the State of Michigan (the "Building Code"); the Michigan Mechanical Code, as adopted by the State of Michigan (the "Mechanical Code"); the Michigan Electrical Code, as adopted by the State of Michigan (the "Electrical Code"); and the Michigan Plumbing Code, as adopted by the State of Michigan (the "Plumbing Code"). Collectively, the Building Code, the Mechanical Code, the Electrical Code and the Plumbing Code are referred to as the "Codes."

B. Johnson is properly licensed and certified to perform electrical permitting, inspecting and enforcing services under the Codes, and is in the business of providing these services for governmental units in Michigan.

C. The Township desires to hire the services of Johnson to perform electrical code permitting, inspection and enforcement services for the Township's Community Development Department.

NOW, THEREFORE, the parties agree to the following terms:

1. **RETENTION OF THE CONTRACTOR:** The Township hereby retains Johnson to serve as an independent contractor providing permitting, inspection and enforcement services under the Codes within the Township limits on an "as needed" basis. Johnson hereby agrees to provide such services when requested by the Township.
2. **DUTIES OF THE CONTRACTOR:** Johnson shall have and agrees to perform the following duties:
 - a. Perform all permitting, inspecting and enforcing services under the Codes;
 - b. Acquire and maintain a full working knowledge of the Codes;

- c. Complete and provide to the Township a permanent record of the duties performed pursuant to this Agreement;
 - d. Prepare and approve permits, inspection certificates and notices of violation as may be required under the Codes, for issuance by the Township;
 - e. Consult with and assist the Township, its administrative staff and its attorneys with respect to problems with particular construction projects, prosecutions for violations of the Codes, questions of interpretation or application of the Codes and other matters relating to the performance of inspections and the enforcement of the Codes;
 - f. Perform all duties in a timely and competent manner which is satisfactory to the Township; and
 - g. At all times during the term of this Agreement, maintain all licenses and/or certifications required to permit Johnson to conduct permitting, inspecting and enforcing services under the codes for the Township.
3. COMPENSATION: As compensation for services to be provided by Johnson, the Township agrees to pay him fifty dollars (\$50.00) per inspection, which is actually performed by Johnson.

Payment for Johnson's services shall be paid to Jeffery Johnson d/b/a JJ's Electric Inc.

4. HOURS: Johnson shall schedule all inspections through the offices of the Township pursuant to any limitations of state law. Further, he agrees to be reasonably available and for sufficient amounts of time as the need for such inspections demands.
5. INDEPENDENT CONTRACTOR: Johnson acknowledges that in performance of all work and duties pursuant to the Agreement, Johnson shall be at all times performing as an independent contractor. Except for compliance with the provisions of this Agreement, the Township shall neither have nor exercise any control or direction over the methods and means by which Johnson performs his duties and work. Johnson shall provide and maintain, at his sole expense, all equipment and supplies necessary to perform the duties required under this Agreement and to pay all ancillary expenses related to such performance. Johnson shall provide for his own transportation for the performance of duties under this Agreement and shall be responsible for all expenses related to the operation of the motor vehicle(s), including without limitation, fuel, repair, maintenance, insurance and other incidental expenses.
6. INSURANCE. WORKER'S COMPENSATION, INDEMNIFICATION:
- a. Vehicle Insurance. Johnson, at his sole expense, shall secure and maintain in force comprehensive motor vehicle liability insurance during the term of this Agreement and shall provide the Township with a copy of the certificate of insurance upon request from the Township.
 - b. Comprehensive General Liability Insurance. Johnson, at his sole expense, shall secure and maintain in force comprehensive general liability insurance during the term of the Agreement and shall provide the Township with a copy of the certificate of insurance upon request from the Township. Such insurance shall include the Township as an additional named insured and shall

provide general liability coverage for property damage and personal injury (including death) arising from any act or omission of Johnson in the minimum coverage limits:

- i. \$1,000,000 per occasion;
 - ii. \$2,000,000 aggregate.
 - c. Worker's Compensation Insurance. Johnson, at his sole expense, shall secure and maintain in force worker's compensation insurance during the term of this Agreement, in compliance with applicable worker's compensation laws.
7. GOVERNMENTAL FUNCTION: The parties agree that the duties performed under this Agreement are governmental functions in accordance with the Act of the Codes. No party shall waive or otherwise act to jeopardize any immunity available to the other party.
 8. INDEMNIFICATION: Johnson agrees to indemnify and hold harmless the Township and its officers, employees, representatives and agents from and against all claims, demands, actions, causes of action, losses, liability and costs/expenses (*including reasonable attorney fees*) in any manner arising from or related to the Contractor's acts and omissions in matters involving its duties and responsibilities under this Agreement. Each party shall notify the other party of any knowledge and information which may result in a claim against either of them, and shall cooperate with the other party whenever any claim is filed against either party involving, in any manner, the performance of this Agreement.
 9. MISCELLANEOUS: Limited by the oversight and approval of the Township and its legal staff, Johnson shall have authority and discretion to issue citations for violations of the Codes. If Johnson is required to attend court for such purpose, then he shall receive additional compensation of \$50.00 per hour for such time, measured from when he is obligated to arrive at court and when he is released from his court obligation for the day.
 10. TERM: The term of this agreement commences January 24, 2022, and exists until December 31, 2022, unless terminated by either party by giving sixty (60) days written notice to the other party.
 11. SUBSTITUTE: In the event that Johnson is unavailable due to illness or vacation or for any other reason, he or the Township shall have the discretion to appoint a substitute inspector to act on his behalf. Provided, that any such substitute inspector shall be appointed by Johnson or the Township only from a list of pre-approved substitutes, such list of pre-approved substitutes to have all the appropriate qualifications and to have been approved in advance by the Township Board. Payment for the substitute inspector shall be made by the Township to Johnson, who will reimburse his substitute(s) directly.

This agreement shall constitute the full agreement and understanding of the parties. Any modification or alteration of it shall be in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date written below.

By _____
William D. Cargo, Superintendent

Date _____

By _____
Jeffery Johnson

Date _____

SUBSTITUTION
LIST

1. Joel Hosko, Electrical Inspector
3926 Brickyard Road
Twin Lake, MI 49457
231-206-2742
Inspector #INSP00049

2. Larry Hicks, Electrical Inspector
17607 Navaho Drive
Spring Lake, MI 49456
231-206-0677
License #INSP00420

EXCERPTS OF MINUTES

At a meeting of the Township Board of the Grand Haven Charter Township, Ottawa County, Michigan, held on the 24th day of January 2022, at 7:00 p.m., local time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and supported by _____:

RESOLUTION 22-01-01

WHEREAS, the Township desires to place before its electors at the May 2022 election a Fire/Rescue Department millage renewal proposition;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The following proposition shall be submitted to the qualified electors of Grand Haven Charter Township, Ottawa County, Michigan, at an election held in May of 2022:

FIRE/RESCUE DEPARTMENT
MILLAGE RENEWAL PROPOSITION

Shall an expiring previously voted increase in property taxes levied against property in Grand Haven Charter Township, Ottawa County, Michigan, reduced by required rollback to 1.8099 mills, be renewed and increased for five (5) years, 2022 through 2026, inclusive, in the amount of 1.9 mills (\$1.90 per thousand dollars of taxable valuation), for all property in the Township, to provide funds to operate and equip the Township's Fire/Rescue Department; and shall the Township be authorized to levy the tax? The estimate of the revenue the Township will collect if the millage is approved and levied in its entirety in the 2022 calendar year is approximately \$1,722,958.

YES ()
NO ()

2. The Township Clerk is authorized and directed to timely certify this resolution, containing the Fire/Rescue Department Millage Renewal Proposition, to the County Clerk for the County of Ottawa, Michigan.

3. All resolutions in conflict in whole or in part are revoked to the extent of such conflict.

YES: _____

NO: _____

RESOLUTION DECLARED AND ADOPTED.

Dated: January 24, 2022

Laurie Larsen, Clerk

CERTIFICATE

I, the undersigned, the duly qualified and acting Township Clerk of Grand Haven Charter Township, Ottawa County, Michigan, certify that the foregoing is a true and complete copy of the resolution adopted by the Township Board at a regular meeting of the Township Board held on the 24th day of January 2022. I further certify that public notice of the meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and that the minutes of the meeting were kept and will be or have been made available as required by the Act.

Laurie Larsen, Clerk

RESOLUTION # 22-01-02

WHEREAS, the Ottawa County Road Commission conducted a traffic study that sampled vehicular speeds on a segment of Lincoln Street between US-31 and Lakeshore Drive, reviewed accident data, and documented road characteristics; and

WHEREAS, a study team concluded that a 50-mph posted speed limit could be justified by the traffic study.

NOW, THEREFORE, be it resolved that the Township Board of Grand Haven Charter Township, Ottawa County, Michigan does hereby recommend that the study team's recommendation of a 50-mph posted speed limit on Lincoln Street between US-31 and Lakeshore Drive be implemented.

AYES:

NAYS:

ABSENT AND NOT VOTING:

RESOLUTION DECLARED ADOPTED.

Dated: January 24th, 2022

Laurie Larsen, Township Clerk

CERTIFICATE

I, the undersigned, duly qualified and acting Township Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan, do hereby certify that the foregoing is a true and complete copy of the resolution adopted by the Township Board at a regular meeting of the Township Board held on the 24th day of January 2022. I do further hereby certify that public notice of said meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available by said act.

Dated: January 24, 2022

Laurie Larsen, Township Clerk

SUPERINTENDENT'S MEMO

DATE: January 18, 2022
TO: Township Board
FROM: Cargo
SUBJECT: Reject Master Plan Amendments

Per the direction of the Township Board, please find Resolution 22-01-03 that rejects the Planning Commission's recommended amendments to the Township's Master Plan.

It is noted that the Township Board only has a binary choice of either approving a resolution adopting the proposed Master Plan amendments or approving a resolution rejecting the proposed Master Plan amendments with an explanation as to the objections.

That said, the Board rejection is not due to disagreements regarding the work completed by the Planning Commission. Rather, this action is because of new information on proposed development projects that arose after the Planning Commission approved the Master Plan amendments in November.

Specifically, the Board will be requesting that the Planning Commission consider the following developments and their impact on the proposed Master Plan amendments:

1. Jost International must either expand their current facility within the City Industrial Park or move to a different location. However, to expand their facility, the Township's Master Plan will need to be amended allowing for light industrial zoning north of the Vincent Drain. This is a Master Plan amendment that has historically been supported by staff and the Chamber of Commerce.
2. Coach Road Capital has requested that the Master Plan designation on two parcels adjacent to and abutting the Lakeshore Flats apartment complex be changed from Office/Service to High Density Residential to allow for the expansion of this apartment complex.
3. The Redstone Group has requested that three large parcels adjacent to and including the NOCH property near the M-45/US-31 property be Master Planned to allow for a mixed-use residential property (*i.e., apartments, condominiums and single-family*).
4. The Board also requested that areas Master Planned for Agricultural Preserve be considered for Rural Residential – with the understanding that Rural Residential is to be served by

paved roads so any changes would be limited to areas where paved roads currently exist or may be installed within the next five years.

To reject the proposed Master Plan amendments and to refer the process back to the Planning Commission, the following motion can be offered:

Motion to adopt Resolution 22-01-03 that rejects the amended Grand Haven Charter Township Master Plan and returns the Master Plan to the Planning Commission to allow consideration of the listed objections.

If you have any questions or comments prior to the meeting, please me.

125.3843 Proposed master plan; public hearing; notice; approval by resolution of planning commission; statement; submission of copy of master plan to legislative body; approval or rejection by legislative body; procedures; submission of adopted master plan to certain entities.

Sec. 43. (1) Before approving a proposed master plan, a planning commission shall hold not less than 1 public hearing on the proposed master plan. The hearing shall be held after the expiration of the deadline for comment under section 41(3). The planning commission shall give notice of the time and place of the public hearing not less than 15 days before the hearing by publication in a newspaper of general circulation within the local unit of government. The planning commission shall also submit notice of the public hearing in the manner provided in section 39(3) to each entity described in section 39(2). This notice may accompany the proposed master plan submitted under section 41.

(2) The approval of the proposed master plan shall be by resolution of the planning commission carried by the affirmative votes of not less than 2/3 of the members of a city or village planning commission or not less than a majority of the members of a township or county planning commission. The resolution shall refer expressly to the maps and descriptive and other matter intended by the planning commission to form the master plan. A statement recording the planning commission's approval of the master plan, signed by the chairperson or secretary of the planning commission, shall be included on the inside of the front or back cover of the master plan and, if the future land use map is a separate document from the text of the master plan, on the future land use map. Following approval of the proposed master plan by the planning commission, the secretary of the planning commission shall submit a copy of the master plan to the legislative body.

(3) Approval of the proposed master plan by the planning commission under subsection (2) is the final step for adoption of the master plan, unless the legislative body by resolution has asserted the right to approve or reject the master plan. In that case, after approval of the proposed master plan by the planning commission, the legislative body shall approve or reject the proposed master plan. A statement recording the legislative body's approval of the master plan, signed by the clerk of the legislative body, shall be included on the inside of the front or back cover of the master plan and, if the future land use map is a separate document from the text of the master plan, on the future land use map.

(4) If the legislative body rejects the proposed master plan, the legislative body shall submit to the planning commission a statement of its objections to the proposed master plan. The planning commission shall consider the legislative body's objections and revise the proposed master plan so as to address those objections. The procedures provided in subsections (1) to (3) and this subsection shall be repeated until the legislative body approves the proposed master plan.

(5) Upon final adoption of the master plan, the secretary of the planning commission shall submit, in the manner provided in section 39(3), copies of the adopted master plan to the same entities to which copies of the proposed master plan were required to be submitted under section 41(2).

At a regular meeting of the Township Board of Trustees of the Charter Township of Grand Haven, Ottawa County, Michigan, held on the 24th day of January 2022, at 7:00 p.m. The meeting was held at the Township of Grand Haven, 13300 168th Avenue, Grand Haven, Michigan.

PRESENT:

ABSENT:

After certain matters of business had been discussed, Supervisor Reenders announced that the next order of business was the consideration of a resolution to formally reject the Grand Haven Charter Township Future Land Use Map. Following discussion, the following resolution was offered by _____ and supported by _____:

RESOLUTION NO. 22-01-03

Rejection of the Amended Grand Haven Charter Township Future Land Use Map

WHEREAS, Grand Haven Charter Township, Ottawa County, Michigan has a duly constituted Planning Commission whose responsibilities under the Michigan Planning Enabling Act, Public 33 or 2008, as amended, include the preparation of a Future Land Use Map to guide future land use development in the community; and,

WHEREAS, the Township Planning Commission did issue its notice of intent to prepare a plan in accordance with Section 39, (2) of Public Act 33; and,

WHEREAS, the Township Planning Commission prepared an amended Future Land Use Map and submitted the plan to the Township Board for review and comment on August 09, 2021 and authorized distribution of the Future Land Use Map to the entities that received the notice of intent to prepare the plan; and,

WHEREAS, after expiration of a 42 day review and comment period, the Township Planning Commission did give notice of a public hearing on the draft map in accordance with Section 43, (1) of Public Act 33, with such public hearing being held on November 15, 2021; and,

WHEREAS, the Planning Commission did conditionally approve the 2021 Future Land Use Map and associated Future Land Use and Zoning Plan, which replaces Chapter 9 of the Resilient Master Plan, pursuant to the Michigan Planning Enabling Act of 2008, as amended on November 15, 2021 after no additional public comments were received; and,

WHEREAS, Planning Staff changed language for future land use classification from “Rural Residential” to “Rural Preservation” in accordance with the conditional approval of the Planning Commission; and,

WHEREAS, new information on proposed development projects was brought during the month of December, 2021, to the Planning Staff by members of the public doing business as established developers and operators in the community of such significance to question the certainty of the amended Future Land Use Map changes, the concerns of which they expressed during the public discussion period with the Township Board of Trustees during a regular meeting on January 10th, 2022; and,

WHEREAS, the Township Board of Trustees did agree that the information presented did merit enough degree of uncertainty in the adoption of the 2021 Future Land Use Map to support a resolution rejecting it with such concerns being recorded in the reasons following;

NOW, THEREFORE, BE IT RESOLVED, that the Grand Haven Charter Township Board of Trustees does **not** support, and hereby formally rejects the amended Future Land Use Map for reasons that include but are not unanimously agreed upon in the following:

1. Jost International must either expand their current facility within the City Industrial Park or move to a different location. However, to expand their facility, the Township’s Master Plan will need to be amended allowing for light industrial zoning north of the Vincent Drain. This is a Master Plan amendment that has historically been supported by staff and the Chamber of Commerce.
2. Coach Road Capital has requested that the Master Plan designation on two parcels adjacent to and abutting the Lakeshore Flats apartment complex be changed from Office/Service to High Density Residential to allow for the expansion of this apartment complex.
3. The Redstone Group has requested that three large parcels adjacent to and including the NOCH property near the M-45/US-31 property be Master Planned to allow for a mixed-use residential property (*i.e., apartments, condominiums and single-family*). (*It was noted that Housing Next projects that our region will need an additional 829 rental units over the next four years and 2,145 units over the same period.*)
4. Areas Master Planned for Agricultural Preserve be considered for Rural Residential – with the understanding that Rural Residential is to be served by paved roads so any changes would be limited to areas where paved roads currently exist or may be installed within the next five years.

All resolutions in conflict with this resolution are revoked to the extent of such conflict.

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED:

ADOPTED ON: January 24, 2022

Laurie Larsen, Township Clerk

CERTIFICATE

I, the undersigned, the duly qualified Township Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing is a true and complete copy of the resolution adopted by the Township Board at a regular meeting of the Township Board held on the 24th day of January 2022. I further certify that public notice of the meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and that the minutes of the meeting were kept and will be or have been made available as required by the Act.

Laurie Larsen, Township Clerk



TO: Township Board
FROM: Andrea Dumbrell, Human Resources Director
DATE: January 19, 2022
RE: De Minimis Benefits Policy

Upon review of the Township's Personnel and Financial Administration Policies and Procedures, it was discovered the Township does not have a De Minimis Benefits Policy. It is considered a best practice to have a De Minimis Benefits Policy that outlines de minimis benefits that are provided at the discretion of the Township Manager and Board of Trustees within the annual budget. These de minimis benefits include service and commendation awards and programs, the volunteer appreciation dinner, meals/snacks during meetings, gifts provided under special circumstances, and the use of Township equipment.

The Township's Department Directors have had an opportunity to review, provide comments, and indicate their support on the addition of this policy.

Attorney Bultje reviewed the De Minimis Benefits Policy, and he has no concerns with the policy as written. He did point out that *"in Publication 5137, the IRS notes that in answer to a specific fact situation, the IRS found that a value of \$100 would not qualify as de minimis. That was not a general ruling intended to be used in other situations, but it might be helpful for a frame of reference. On the other hand, the finding was over 20 years ago, so the de minimis amount may have increased somewhat based on general inflation since that time."* This is not a concern for the Township, as we are referencing values of \$75 or less.

The Personnel Committee reviewed the De Minimis Benefits Policy on January 19th, and supported forwarding the policy to the Township Board for approval.

If the Township Board supports this addition to the Administration Policies and Procedures Manual, the following motion could be offered for consideration:

Motion to approve Resolution 22-01-04, authorizing the addition of the De Minimis Benefits Policy as submitted.

The policy is attached for your review. If you have any questions regarding the recommended language, please contact Bill Cargo, Andrea Sandoval, or me.

De Minimis Benefits Policy

In general, a de minimis benefit is one for which, considering its value and the frequency with which it is provided, is so small that accounting for it is unreasonable or impractical. De minimis benefits are excluded from taxable income under Internal Revenue Code section 132(a)(4) and include items which are not specifically excluded under other sections of the Code. These include such items as the Township's Service Award Program, Volunteer Appreciation Dinner, Meals/Snacks During Meetings, Gifts Provided Under Special Circumstances, and use of Township Equipment.

A. Service Award and Commendation Programs

1. It is the responsibility of the Township Superintendent/Manager, or his/her designee, to make arrangements for service award and commendation ceremonies.
2. The purpose of the service award program is to recognize and reward the service of employees at milestones in their careers through a uniform and consistent recognition program. The Township will award gifts, as appropriate, to identify and recognize employees' years of service at the annual service award luncheon.
3. The purpose of the commendation program is to recognize fire/rescue staff for their service, dedication, heroism and service to the residents and visitors of the Township. Awards are presented upon successful completion of events, certifications/licensures, years of service and retirement at the annual commendation award dinner.

B. Volunteer Appreciation Dinner

1. Annually, in December, all Township employees, board members, and committee members will be invited to the appreciation dinner, where they will be recognized for their service.
2. Additionally, one employee will be awarded a trophy and gift for his/her superior customer service, at the appreciation dinner.

C. Meals/Snacks During Meetings

1. Expenditures will be authorized for departments to purchase refreshments, meals, snacks, and/or supplies for the following events: staff/volunteer training activities, appreciation activities, board meetings, and committee meetings.
2. Such expenditures must receive prior approval from the Township Superintendent/Manager, or his/her designee, and be included with the appropriate department's budget.

D. Gifts Provided Under Special Circumstances

1. Coffee and doughnuts provided to employees on business premises
2. Traditional holiday gifts (candy, nuts, etc.) of a relatively small value
3. Occasional t-shirts or other apparel of small value for special events
4. Flowers, fruit, books etc., provided under special circumstances or other similar property provided to employees under special circumstances e.g., on account of illness, outstanding performance, or family crisis.

E. Use of Township Equipment

1. Employees are given access to equipment such as computers, telephones, cell phones, photocopiers, printers, scanners and faxes, etc., to conduct government business and the duties associated with their jobs. Limited or incidental use of equipment for personal or non-business purposes is understandable and acceptable in the event of an emergency. This policy is intended to address the taxable nature of incidental, de minimis use of Township equipment only. This section of the policy does not release any employee from complying with any other personnel or administrative policies, in the use of Township equipment.

Cash and cash equivalent items (i.e. gift cards) are never considered de minimis and must be reported as income to the employee. Occasional non-cash gifts valued less than \$75 are considered non-taxable to the employee as the administrative burden of accounting for them is unreasonable.

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 January 24, 2022, at 7:00 p.m., local time.

PRESENT:

ABSENT:

The following resolution was offered by _____ and seconded by _____ :

RESOLUTION 22-01-04

WHEREAS, Grand Haven Charter Township (“Township”) has adopted an Administrative 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 add or amend various sections of the Administrative Policies and Procedures Manual from time-to-time as necessary; and,

WHEREAS, the proposed addition 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 addition, authorizing the De Minimis Benefits Policy language.

NOW, THEREFORE, BE IT HEREBY RESOLVED:

1. That Section 5.2 De Minimis Benefits, is to read in its entirety as follows:

De Minimis Benefits

In general, a de minimis benefit is one for which, considering its value and the frequency with which it is provided, is so small that accounting for it is unreasonable or impractical. De minimis benefits are excluded from taxable income under Internal Revenue Code section 132(a)(4) and include items which are not specifically excluded under other sections of the Code. These include such items as the Township’s Service Award Program, Volunteer Appreciation Dinner, Meals/Snacks During Meetings, Gifts Provided Under Special Circumstances, and use of Township Equipment.

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any employee from complying with any other personnel or administrative policies, in the use of Township equipment.

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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: January 24, 2022

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 24, 2022, 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