GRAND HAVEN CHARTER TOWNSHIP
BOARD AGENDA
Monday, September 12, 2022

WORK SESSION – 6:30 P.M. – Note Start Time
1. Review of FY2023 Budget Policies Memo
2. Any Other Item of Interest

REGULAR MEETING – 7:00 P.M.
I. CALL TO ORDER
II. PLEDGE TO THE FLAG
III. ROLL CALL
IV. APPROVAL OF MEETING AGENDA
V. APPROVAL OF MEETING AGENDA
VI. CONSENT AGENDA
   1. Approve August 22, 2022, Regular Board Minutes
   2. Approve August 12, 2022, Special Joint Board & Planning Commission Minutes
   3. Approve Payment of Invoices in the amount of $854,459.24 (A/P checks of $604,970.23 and 8/24 payroll of $117,550.83 and 9/7 payroll of $131,938.18)
   4. Approve Appointment Matt Schweitzer to the Fire/Rescue Captain position, effective September 13, 2022.
   5. Approve Appointment of David Peterson to the Fire/Rescue Lieutenant position, effective September 13, 2022.
VII. PUBLIC HEARING – Truth in Taxation
VIII. OLD BUSINESS
   1. Approve FY2023 Budget Policies
   2. Approve Resolution 22-09-01 – Millage Levels for Winter Taxes
IX. NEW BUSINESS
   1. Approve – Plaque for Schmidt Heritage Park
X. REPORTS & CORRESPONDENCE
   1. Committee Reports
   2. Manager's Report
      a. July Legal Review
      b. Other
   3. Other
XI. PUBLIC COMMENTS – (Non-Agenda Items)
XII. 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.
MANAGER'S MEMO

DATE: September 8, 2022

TO: Township Board

FROM: Bill

SUBJECT: 2023 Fiscal Year Budget Policies

OVERVIEW OF SCHEDULE:

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

However, because the Winter Taxes are mailed to residents on December 1st and because the Winter Taxes contain special assessments that are approved through the Budget Resolution; I propose to have the final draft of the budget approved at the November 28th Board meeting.

The review of the FY 2023 budget remains the main planning and policy activity of the Township Board. Following the guidelines found in the Township’s Administrative Policies and Procedures Manual, the timetable for the 2023 Fiscal Year budget is as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>08-22</td>
<td>Schedule Truth in Taxation Public Hearing</td>
</tr>
<tr>
<td>09-12</td>
<td>Superintendent provides detailed budget assumptions and policies memorandum to the Board for approval</td>
</tr>
<tr>
<td>09-12</td>
<td>Truth-in-Taxation Public Hearing</td>
</tr>
<tr>
<td>09-20</td>
<td>Superintendent holds informational meeting for department directors</td>
</tr>
<tr>
<td>09-21 to 10-07</td>
<td>Department heads submit proposed revenue and expenditure plans to Superintendent and/or Finance Director</td>
</tr>
<tr>
<td>10-24 to 11-04</td>
<td>Superintendent meets with department directors to review budget</td>
</tr>
<tr>
<td>11-10</td>
<td>Superintendent submits proposed line-item budget to the Township Board</td>
</tr>
<tr>
<td>11-14</td>
<td>SAD Hearing held by Township Board</td>
</tr>
<tr>
<td>11-16</td>
<td>Township Board reviews line-item budget at a special work session</td>
</tr>
<tr>
<td>11-28</td>
<td>Truth-in-Budgeting Public Hearing held by Township Board</td>
</tr>
<tr>
<td>11-28</td>
<td>General Appropriations Act adopted by Township Board</td>
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</table>
BUDGET ASSUMPTIONS – REVENUES:

As you are aware, under state law, the Township Superintendent is required to prepare and submit a budget to the Township Board for consideration. However, pursuant to the Township’s Administrative Policies and Procedures Manual, the Township Board must first adopt the 2023 Fiscal Year budget assumptions and policies memorandum that provides detailed direction regarding the budget. (Work on the FY 2023 budget began in August at the staff level.)

In brief, the FY2023 budget will not have many new capital construction projects. Rather, FY2023 will be a year where pending capital projects are completed and engineering and planning will be completed for a very active FY2024 construction season (e.g., new Fire/Rescue station; third water transmission line; DDA Grand Rapids watermain loop, pathway re-surfacing, etc.).

The budget assumptions for the FY 2023 that will impact the revenue side of the budget equation include the following:

✓ The United States has experienced two quarters of negative growth in gross domestic product (GDP) with a 1.9% decline during the first quarter and a 0.9% decline in the second quarter. This when coupled with high inflation (currently estimated at 8% for the previous 12 months) would indicate an economic recession. However, the unemployment rate remains low while job creation remains high – which is incongruent with a typical economic recession.

That said, it is expected that economic growth will continue to “cool” throughout 2022 driven by high inflation and rapid tightening of the federal monetary system, which will raise interest rates further.

The predictive result will be a mild and short recession that will become undeniable by late 2022 and early 2023.

Therefore, revenue projections based upon sales taxes will decline while property taxes will increase moderately. Further, many of the fees collected by the Township – especially related to construction – will stay flat or decline.

✓ State shared revenues (constitutional and statutory) are estimated at $1.92 million for FY2023. This will be about a 13% decline (or about $290k less than FY 2022).

✓ A “Truth in Taxation” hearing will be held on September 12th.

✓ The FY 2022 Taxable Value (TV) of the Township has increased by about 6.4% or about $58 million to the current estimate of about $965 million. (The SEV for the Township exceeds $1.24 billion.) About $30 million (or 52%) of this $58 million increase is related to the inflation factor imposed by the State of Michigan, which leaves about $28 million (or 48%) related to other factors – such as new construction, additions, or “uncapping”.

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The Taxable Value of the Downtown Development Authority (DDA) is estimated at about $104.6 million. TIF revenues will be collected based upon the increase of the 2022 taxable values over the 1998 taxable values (and the increase in 2022 taxable values over the 2021 taxable values for the newly added land), should collect about $768k.

The Disabled Veterans exemption – based upon current exemptions – is expected to reduce property tax collections. The FY 2023 revenue loss is estimated at $6k for the General Fund; $11k for the Fire/Rescue Fund; $3k for the Pathway Fund; and, $2k for the Municipal Street Fund.

The General Operating millage will generate about $910k in revenues, after the “capture” of the tax increment revenues by the DDA.

The Fire/Rescue millage will generate about $1.69 million in revenues, after the “capture” of the tax increment revenues by the DDA.

The Pathway millage will generate about $381k in revenues, after the “capture” of the tax increment revenues by the DDA. (This will be sufficient to cover the debt payments at about $303k and provide about $78k for maintenance, which will be in addition to GF monies.)

The Parks Debt millage will be reduced↓ from 0.4 mills to by 0.35 mills, a decrease↓ of 12.5%. That said, it will still provide sufficient monies to fund the FY2023 bond payments of about $350k.

The Streets millage will generate about $838k in revenues, after the “capture” of the tax increment revenues by the DDA. (This will be sufficient to cover both the Township’s share of the Harbor Transit operating budget of 0.59± mills or about $528k – after DDA capture – and provide about $310k – after the DDA capture – for street maintenance, which will be in addition to General Fund monies.)

The Police Services SAD levy of 0.55 mills (i.e., no change) will collect about $518k.

Construction estimates in the Township for 2023 indicate that there will be about 600 construction permits with revenues being about $260k. (This does not include plumbing, electrical or mechanical fees, which adds about $125k.) Building permits estimate about:
- 55 single family homes or condominium units
- 12 commercial/industrial (including alterations)
- 15 accessory buildings
- 18 additions
- 55 residential alterations
- 50 decks
- 205 re-roofing
- 60 re-siding, window and/or door replacements
- 30 basement finishes
- 35 swimming pools/hot tubs
7 manufactured or “mobile” homes

- **American Rescue Plan Act (ARPA)** monies (i.e., a total of about $1.52 million remaining) must be obligated by the Township no later than **December 31, 2024**. Recommendations on spending these funds are as follows:
  - 75% (i.e., about $1.14 million) be expended in the Water Fund to offset the cost of the proposed FY 2024 third transmission main and meter station project – which has a total estimated project cost of about $6+ million.
  - 25% (i.e., about $378k) be expended as matching monies for the Ottawa County broadband project designed to construct the “middle mile” (i.e., *middle mile is the physical fiber optic infrastructure needed to enable broadband internet connectivity*).

- **Park grants** will be received – depending upon when Park Construction projects are completed. These grant monies are expected to include:
  - $300k MNRTF Park Development Grant #TF20-0154
  - $ 52k private contributions associated with Schmidt Heritage Park project

- **Millage rates** for the Township’s various Funds will be **4.6416 mills** and divided among the various funds as noted below:
  - 1.0221 mills for the **General Fund** (about a 1% millage increase\(^\uparrow\)) which will raise about $985k;
  - 1.9000 mills for the **Fire/Rescue Fund** (as approved by the voters in May) which will raise about $1.83 million;
  - 0.9408 mills for the **Transportation Fund** (about a 1% millage decline\(^\downarrow\)) which will raise about $906k;
  - 0.4287 mills for the **Pathway Fund** (about a 1% millage decline\(^\downarrow\)) which will raise about $413k; and,
  - 0.3500 mills for **Parks Debt Fund** (a 12.5% millage decline\(^\downarrow\)) which will raise about $385k.

- **Administrative fees** paid to the General Fund will be about **equal** during FY 2023.

- **Water and Sewer utility rates** will increase\(^\uparrow\) by 1% for water and 2% for sewer pursuant to the 2020 Cost of Service Study adopted by the Board. Further, there will be an estimated 60 new water connections and 40 new sewer connections.

- All other fees and charges will be unchanged for FY 2023, except for new fees related to STR regulation and Rental Inspections. (**Recommended fees for STRs and Rental Inspections have not been determined at this time – but will be sufficient to cover costs.**)

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

<table>
<thead>
<tr>
<th>Fund</th>
<th>Fund Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund undesignated</td>
<td>$ 3,155,457</td>
</tr>
<tr>
<td>Municipal Street Fund</td>
<td>$  124,203</td>
</tr>
<tr>
<td>Fire/Rescue Fund</td>
<td>$  630,201</td>
</tr>
</tbody>
</table>
4. Police Services SAD Fund fund balance = $271,282
5. DDA Fund fund balance = $2,254,650
6. American Rescue Plan Act Fund fund balance = $1,730 $1,514,842 D/R1
7. Parks Debt Fund fund balance = $52,510
8. Pathway Debt Fund fund balance = $3
9. Pathway Fund fund balance = $103,083
10. Parks Construction Fund fund balance = $45,596
11. Sewer Fund cash reserves = $1,022,700
12. Water Fund cash reserves = $4,163,042
13. Information Technologies Fund fund balance = $43,600
14. OPEB Trust Fund fund balance = $195,376

GRAND TOTAL = $12,063,433 + $1,514,842 D/R

These fund balance numbers will be adjusted at least two more times in during FY2022 due to budget amendments that will be proposed.

BUDGET ASSUMPTIONS – EXPENDITURES:

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

First, there will be fewer capital construction projects or purchases in FY2023 – rather there will be a great dealing of planning for several major capital projects in the following year – FY2024 (i.e., the third transmission main/meter station project at $6+ million; the proposed Fire/Rescue station at $9+ million; and the DDA’s watermain project #4 – i.e., connecting the Hiawatha and M-45 meter pits – at $3+ million.)

Second, the superintendent is recommending adoption of a modified "continuation budget". This means that there will be no significant new programs added or major services eliminated except as delineated in this budget policies memorandum under “Capital Projects and Other Changes”.

Third, the budget will include a Cost-of-Living Adjustment (COLA) to the 2022 Wage Rates. Please recall that the Township does not provide “performance” pay increases or “bonuses”; but, rather follows the step increases listed in the wage study.

That said, for the purposes of comparisons, it is noted that the Township uses a July to June “chained” CPI to determine any Cost-of-Living- Adjustment (COLA). The most recent information from the United States Bureau of Labor Statistics, based on the percent changes of the Chained Consumer Price Index or C-CPI-U for the previous twelve months ending on July 30th indicates a rate of 8.0%.

(Recall that the Township Board agreed to use the C-CPI-U to determine the cost-of-living allowance provided to non-union employees and further instructed staff to use a July-to-June

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1 ARPA monies are Deferred Revenues (D/R) until appropriated by the Township Board.
measurement focus to ensure there is continuity from one budget year to the next.

Further, it is noted that the Chained CPI is designed to be a closer approximation to a "cost-of-living" index than the CPI that is normally reported in the news. The Chained CPI is used to overcome a shortcoming of the CPI series, which does not account for the changes that people make in the composition of goods that they purchase over time, often in response to price changes. The alternative method of the C-CPI-U is intended to capture consumers' behavior as they respond to relative price changes.

Fourth, it is noted that the seven members of the Local 4476 International Association of Fire Fighters (IAFF) are covered by a collective bargaining agreement – which expires on December 31, 2023 – that currently provides the union members the same cost-of-living adjustment as the Board accords to non-union Township employees. (Contract talks with Local 4476 regarding a new collective bargaining agreement will begin in the Summer of 2023.)

That said, Fire/Rescue operational costs will increase beyond inflation because of the number of emergency runs, which will hit a new record high by the end of FY2022. Increasing numbers of emergency calls create a greater reliance on part-time staff and over-time to provide necessary coverage.

Fifth, the items within the Township’s benefit package offered to employees will neither increase nor decrease over the current fiscal year and any cost increase will be limited to projected premium costs estimated by staff and the respective insurance companies.

However, full-time staff may be required to contribute up to 20% of the cost of their respective health insurance premiums for Fiscal Year 2023, assuming that the Township cannot stay below the “Hard Cap” that is calculated annually by the State of Michigan.

Currently, the projected insurance increases are estimated as follows:

- Health insurance cost increases are projected to increase between 8% and 12% for the current health care plan. (Assistant Manager Sherwood will be meeting with health insurance providers and may recommend changing insurance companies. It is unknown whether the Township will remain below the state-mandated "hard cap" until the insurance companies release their quotes.)
- Dental Insurance premiums are projected to increase by 3%.
- Disability and Life insurances are expected to be unchanged.
- Liability insurance (e.g., building and grounds, vehicle, employee bonding and liability, etc.) are expected to increase between 5% and 10% because the construction costs related to the replacement value of buildings has increased dramatically.
- Workers Compensation insurance costs are expected to be unchanged.

Sixth, the staffing level at the Township will remain level. That said, there is a vacant position in the Public Services Department that will be filled in later FY 2022 or early FY2023.
CAPITAL COSTS AND OTHER CHANGES IN EXCESS OF $10,000:

The following lists the notable capital expenditures and other costs being proposed for the Fiscal Year 2023 budget.

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

- Legislative:
  - Normal operations.

- Supervisor:
  - Normal operations.

- Elections:
  - Normal operation with one (1) election – the 2023 May School elections. (*Note - The Public Safety Committee has recommended that the bond millage for the new Fire/Rescue station be placed on the May ballot.)

- Finance:
  - Normal Operations.

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

- Clerk:
  - Normal operations.

- Board of Review:
  - Normal operations.

- Administrative:
  - Normal operations.

- Treasurer:
  - Normal operations.

- Building and Grounds:
  - Normal operations, except for the following:
    - $4k for security cameras for the backyard and fuel area;
    - $8k to power wash to the Administrative and Public Services buildings;
    - $8k to crack seal and paint parking lot lines. (*Note – Portions may be postponed if the Fire/Rescue construction bond is approved.*)
Cemetery:
- Normal operations.

Community Development:
- Normal operations.

Road Construction:
- $700k General Fund transfer to the Municipal Street Fund. (See “Appropriation Transfers” on next page.)

Lights District:
- Normal operations. (More lights will be changed over to LED fixtures; thereby lowering operating costs.)

Waste Collections:
- Normal operations.

Drains at Large:
- $138k* for at-large contributions for drain maintenance that will cover the local costs for a variety of drain maintenance projects.
- The so-called “Orphan Drain” project will continue, as time permits. Although this initially was projected to be a five-year project; the amount of attention that that Water Resources Commission staff and Township staff can offer has been very limited. Ultimately, the goal is to identify all orphan drains within the Township, schedule Board of Determination hearings, and bring the orphan drains under the authority of the Ottawa County Water Resources Commissioner.

(*Note - Payments are high↑ for FY 2023 and will continue to rise↑ in FY2024 with the upcoming Grand Oaks #3 drain project that is estimated at $1 million, 20-year bond – with about $400k being the responsibility of the Township.)

Parks:
- Normal operations with the following projects*:
  - $101k (i.e., salary and benefits) to fill a new position – Park’s Supervisor;
  - $ 40k for new truck for new employee
  - $ 5k to remove the warning track at Hofma ballfield;
  - Equipment for Schmidt Heritage Park, including:
    - $13k for Toro MDX Yard Cart
    - $15k for Toro Sand Pro 20-402 field dresser;
    - $45k for Toro Grounds Master 7210T4 lawn mower
    - $16k for New Rider 1700 Airless line stripper;
    - $16k for Toro Grand Stand 60” mower;
    - $13k for a Standup blower; and,
    - $ 8k for trailer.
  - $ 40k for two new park signs (i.e., 168th Avenue Hofma Preserve entrance and Schmidt Heritage Park entrance);
  - $ 12k Trail Head Kiosk for 168th Hofma Preserve entrance; and,
$ 5k for ReCPro park reservation program (working with NORA).

(*Note - The Parks and Recreation Committee may request additional projects. Also, note that the Schmidt Heritage Park Project, Groesbeck MNRTF land acquisition project, and the Hofma Park MNRTF development project are budgeted under the Parks Construction Fund on page 10.)

Planning Commission:
- Normal operations.

Zoning Board of Appeals:
- Normal operations.

General Fund Appropriation Transfers:
- $700k to Transportation Fund; and,
- $ 5k to Retiree Health Care Trust Fund (OPEB).

Municipal Street Fund (includes Harbor Transit contribution):
Normal operations with a division of monies raised from the millage rate between street paving and Harbor Transit, after the capture of the TIF revenues by the DDA, that is substantially similar to FY 2022 (i.e., about 0.59 mills or about $528k to Harbor Transit and 0.35 mills or about $310k for street maintenance) and a $700k contribution from the General Fund for street resurfacing and maintenance. Projects will include:
  - $964k for subdivision re-surfacing; and,
  - $ 36k for dust control on gravel.

(*Note – The OCRC will be resurfacing Mercury Drive between Comstock Street and 144th Avenue and 152nd Avenue between Groesbeck Street.)

The total spent by the Township on road maintenance in FY 2023 will be about $1 million.

Fire/Rescue Fund:
Fire/Rescue service calls are expected to continue to increase↑ and are expected to exceed↑ 1,550 during FY 2023, which is an average of about 4.25 calls per day.

The Fire/Rescue Fund will have very few capital expenditure budget in FY2023; but, will include $48k for completion of the brush truck.

It is noted that the collective bargaining agreement with the Local IAFF union will expire at the end of FY2023 and monies will be budgeted to negotiate a new agreement.

Further, it is noted that the Public Safety Committee is recommending a bond millage election be held during the May 2023 election and a new Fire/Rescue – and, if approved by the voters, there will be a budget amendment regarding the design/construction of the new facility.
**Pathway Fund & Pathway Debt Fund:**
Normal operations (*e.g.*, sweeping, snow plowing, *etc.*) except for the following:
- $40k to replace 2008 Ford 250 pick-up truck;
- $8k to replace 20 pathway rule signs; and,
- $303k for bond payments.

There will be no significant pathway maintenance projects in FY2023.

**Police Services SAD Fund:**
The annual expenditures should remain similar to FY2022 … at about $580k*.  

(*Note – the COPS bathroom renovation project at about $20k will be re-bid in the fall/winter; but, if prices remain too high, the project could be postponed.)*

**DDA Fund:**
The DDA will collect about **$958k** in revenues – mostly in the form of Tax Increment Finance monies – with about $165k in expenditures.

However, there will be no capital or construction projects in FY2023; rather, only engineering and planning. Because the lead time to order the necessary watermain and appurtenances has increased from about 30-days to about 360-days, this next DDA-funded infrastructure project will only be engineered and bid over the next eight months – but, will not be constructed until FY2024.

More specifically, it is expected that the DDA Fund will have about $3.05 million* in cash reserves at the end of FY 2023. This should allow for the construction of DDA Watermain Project #4 – which is the installation of a water main loop (*i.e.*, connecting the Hiawatha Grand Rapids meter station and the US-31/M-45 Grand Rapids meter station) with an estimated construction cost of about $3.15 million.

(*Note - the cost for any watermain that is located outside of the DDA boundaries will be funded by the Water Fund.)*

**Parks Debt Fund:**
The debt millage rate will be lowered from 0.4 mills to 0.35 mills – and the fund will pay the scheduled debt payments of about **$350k**.

**Parks Construction Fund:**
Both the Schmidt Heritage Park construction project and the Hofma Park/Preserve MNRTF development project will be carried into FY2023. More specifically:
- About **$2.2 million** for the Schmidt Heritage Park construction project will be carried forward into FY2023; and,
- About **$670k** for the Hofma Park/Preserve MNRTF development project will be carried forward into FY2023.

The MNRTF $300k in grant monies for the development of Hofma/Park and Preserve will be received in FY2023.
American Rescue Plan Act (ARPA) Fund:
Of the remaining $1,514,841 (plus any earned interest) of ARPA monies, the funds will be appropriated as follows:

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

The ARPA monies must be spent or obligated before December 31st of 2024.

Sewer Fund:
Normal operations.*

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

Water Fund:
Normal operations, except for the following:

- $150k to paint the interior & exterior of the West water tank;
- $ 30k for tank improvements required by EGLE (e.g., update overflow pipe, roof vent, etc.);
- $ 7k to power wash the exterior of the East water tank; and
- $ 8k to purchase the HydroCorp cross connection* management software (with an annual cost of about $3k).

(*Note - the residential cross connection program is a state-mandated program.)

Retiree Health Care Trust Fund (OPEB):
Normal operations, based upon the 2022 full valuation report completed by Watkins Ross required under GASB 75.

Payment is estimated at about $30k – with about $5k from the General Fund and $25k from the Fire/Rescue Fund. There are 4 covered retirees/spouses under the General Fund and 6 covered employees/spouses under the Fire Fund portion.

The OPEB Fund fund balance will be about $200k at the end of FY2023.

Information Technology Fund:
Normal operations – including replacements – with a few capital projects:

- $48k to replace 13 network switches that have exceeded their useful life and are no longer supported;
- $65k for IT support through Rehmann – including MFA and cyber-security;
- $ 6k for IT support through Webtecs for web maintenance and electronic newsletters;
- $12k to replace the UPS battery backup for the server room;
- $ 3k for two additional back-up desktop units (for immediate replacement in case of
failure);

- $3k for iPad Pro for placement within Fire/Rescue vehicle; and,
- $2k to replace Assistant Manager’s laptop.

The majority of IT costs are related to annual software services – which averages about $220k± annually.

Remaining cash reserves in the IT Fund should reduce↓ contributions from the General Fund, Fire/Rescue Fund, Sewer Fund, and Water Fund.

If the Board is satisfied with the budget priorities outlined within this 12-page Budget Policies Memoranda – understanding that the “devil is in the details” – the following motion can be offered:

   Move to adopt the 2023 detailed budget assumptions and policies as delineated by the Superintendent within the September 8th memorandum and to instruct the Superintendent to proceed with completion of a 2023 Fiscal Year line-item budget for Board review and consideration pursuant to state law and the proposed budget schedule.

If there are any questions or comments prior to the meeting, please contact Sandoval or me at your convenience.
GRAND HAVEN CHARTER TOWNSHIP BOARD
MONDAY, AUGUST 22, 2022

REGULAR MEETING

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

II. PLEDGE TO THE FLAG

III. ROLL CALL
Board members present: Reenders, Larsen, Behm, Meeusen, Wagenmaker, and Kieft
Board members absent: Redick

Also present was Manager Cargo, Senior Planner Thibault, Assessor Larrison, and
Fire/Rescue Chief Schrader.

IV. APPROVAL OF MEETING AGENDA
Motion by Clerk Larsen and seconded by Trustee Behm to approve the agenda. Which
motion carried.

V. APPROVAL OF CONSENT AGENDA
1. Approve August 8, 2022, Regular Board Minutes
2. Approve Payment of Invoices in the amount of $1,232,145.83 (A/P checks of
   $1,088,597.20 and payroll of $143,548.63)
3. Approve Hire of Full-Time Fire/Rescue staff Kurtis Dilley, effective September 5th
4. Approve Hire of Part-Time Fire/Rescue staff Gabrielle DeGram, effective August 29th
5. Approve Appointment of Eric Frifeldt to the Planning Commission for a Term Ending
   08/31/25
6. Approve Re-appointment of Dave Reenders to the Planning Commission for a Term
   Ending 08/31/25
7. Approve Re-Appointment of John Heinritz, Rob Robbins, Alompradith Sphambmixay
   and Dan Luckey to the Downtown Development Board for terms ending 08/31/25
8. Approve Re-appointment of Mary Jane Belter to the North Ottawa Recreation
   Authority Board for a term ending 08/31/25
9. Approve Purchase Agreement for Groesbeck Street Parcel - MNRTF Land Acquisition

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. Motion by Trustee Wagenmaker and seconded by Clerk Larsen to schedule a special
   joint Board meeting with the Planning Commission for Monday, August 29th at 6:00
   p.m. to discuss residential PUD standard. Which motion carried.
VII. NEW BUSINESS
1. Trustee Meeusen requested that staff provide options to limit the General Fund millage increase allowed under the Truth in Taxation hearing.

Trustee Wagenmaker requested that staff determine the dollar amount and percent increase to the Taxable Value of the Township due to the sale of residential properties being uncapped.

Motion by Clerk Larsen and seconded by Trustee Wagenmaker to approve Resolution 22-08-02 which scheduled the “Truth in Taxation” public hearing for September 12, 2022 and proposed the additional allowable millage rate of .2705 for a proposed total of 5.1822 mills. Which motion carried.
Yeas: Wagenmaker, Meeusen, Behm, Reenders, Kieft, Larsen
Nays: Absent: Redick

VIII. REPORTS AND CORRESPONDENCE
1. Committee Reports
i. Trustee Wagenmaker noted that the Redstone group had a pre-application review for a mixed-use PUD residential development near M-45 and US-31.
ii. Trustee Meeusen noted that earlier in the year the Board requested whether Trustee salaries should be increased by $2k.
iii. Trustee Meeusen discussed concept of having more American flags flown at homes in the Township.
2. Manager’s Report
3. Other Board Comments

IX. PUBLIC COMMENTS – (Non-Agenda Items)
None

X. ADJOURNMENT
Motion by Clerk Larsen and seconded by Trustee Behm to adjourn the meeting at 7:19 p.m. Which motion carried

Respectfully Submitted,

Laurie Larsen
Grand Haven Charter Township Clerk

Mark Reenders
Grand Haven Charter Township Supervisor
MEETING MINUTES
JOINT WORK SESSION WITH
GRAND HAVEN CHARTER TOWNSHIP BOARD
AND PLANNING COMMISSION
AUGUST 29, 2022

I. CALL TO ORDER
   Supervisor Reenders called the special work session meeting of the Grand Haven Charter Township Board and Planning Commission to order at 6:00 p.m.

II. PLEDGE TO THE FLAG

III. ROLL CALL

   Board Members present: M. Reenders, Kieft, Redick, Wagenmaker, Meeusen, Behm
   Board Members absent: Larsen,
   PC Members present: Wilson, Taylor, Hesselsweet, Leimkul,
   PC Members absent: Cousins, Chalifoux, Mesler
   Also present: Manager Cargo, Assistant Manager Sherwood, Senior Planner Thibault, and Associate Planner Hoisington

   D. Reenders arrived at 6:51pm and joined the meeting.

   Without objection, M. Reenders instructed Cargo to record the minutes.

IV. APPROVAL OF MEETING AGENDA

V. PUBLIC COMMENTS – None

VI. NEW BUSINESS

   A. Discussion regarding the Housing Type Compatibility for Residential Zoning Districts and Residential PUDs

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      Members discussed housing types and reviewed proposed amendments to the Zoning Ordinance and agreed to the following:
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After discussion, the consensus position of the members was to have Planning Department staff to draft revised ordinance language that includes those points that are reflected in the minutes.

VII. ADJOURNMENT
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Respectfully Submitted,

William Cargo, Acting Recording Secretary

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### INVOICE GL DISTRIBUTION REPORT FOR GRAND HAVEN CHARTER TOWNSHIP

**EXP CHECK RUN DATES 08/24/2022 - 09/13/2022**

**JOURNALIZED**

**BOTH OPEN AND PAID**

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<th>Invoice Description</th>
<th>Amount</th>
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### Dept 101 LEGISLATIVE

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### Dept 172 ADMIN,MGR,SUPERINTENDENT,CONTROLLER

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<tr>
<th>GL Number</th>
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### Dept 191 FINANCE

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### Fund 410 PARKS CONSTRUCTION FUND
#### Dept 751 PARKS AND RECREATION

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**Total For Dept 751 PARKS AND RECREATION:** 15,484.00

**Total For Fund 410 PARKS CONSTRUCTION FUND:** 15,484.00

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### Fund 590 SEWER FUND
#### Dept 000

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**Dept 537 SEWER EXPENSES**

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**Total For Fund 590 SEWER FUND:** 20,314.26
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Total For Dept 000: 296.00

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<td>Fund 204 MUNICIPAL STREET FUND</td>
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<td>Fund 206 FIRE FUND</td>
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<td>Fund 207 POLICE SERVICES SAD</td>
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<td>Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY</td>
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<td>Fund 408 PATHWAY FUND</td>
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<td>Fund 410 PARKS CONSTRUCTION FUND</td>
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<td>Fund 645 INFORMATION TECHNOLOGIES FUND</td>
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<td>Fund 737 OPEB FUND</td>
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Total For All Funds: 604,970.23

Payroll Date: 8/24/2022 117,550.83
Payroll Date: 9/7/2022 131,938.18

GRAND TOTAL 854,459.24
Administrative Memo

DATE: August 29, 2022
TO: Township Board
FROM: Karen Sherwood
RE: Approve Appointment of Matt Schweitzer as Fire Captain
    Approve Appointment of David Peterson as Fire Lieutenant

Overview and Process
The township was looking to hire both a Fire Captain and Fire Lieutenant position. Since both positions were open, the interview process was completed at the same time. For both positions, 14 applications were reviewed, and it was decided to start interviews with four internal candidates who all had the qualifications for the position, to include their paramedic license. These four candidates were given the Company Officer exam through the National Testing Network, which that had to earn a 70% or higher to be considered for the position. An interview committee was established, based upon the IAFF guidelines which included human resources, Chief Schrader, a Lieutenant, and a Deputy Chief from nearby fire departments. Four candidates were asked to participate in a formal interview based upon scores and employment knowledge. While the committee found all the candidates brought unique strengths, based upon the needs of the department, the experience and qualifications, Matt Schweitzer was selected to be appointed for the Fire Captain’s position and David Peterson was selected for the Fire Lieutenant position. A contingent job offer was extended.

Schweitzer’s Qualifications
Schweitzer is currently a Fire Lieutenant for Grand Haven Charter Township. Schweitzer has worked full-time for Grand Haven Charter Township since 2007 and has continued to work at Robinson Township Fire Department as a Training Officer. Schweitzer has many licenses and certifications to include, but not limited to, paramedic, Michigan Instructor Coordinator, Firefighter I/II, Fire Officer I/II/III, Blue Card Certification, and many more. Schweitzer also has his BS in Emergency Medical Services Administration and an Associate of Science with a concentration in fire science, both from Columbia Southern University. Schweitzer demonstrates a “get it done” attitude, takes on a project head on, and always wants to learn and grow in his field. He is a great multitasker who also provides some technology support for the township. Please see the offer letter for more details.
Peterson’s Qualifications
Peterson is currently a full-time firefighter for Grand Haven Charter Township. Peterson has worked for Grand Haven Charter Township full-time since 2012. He has also been a member of the U.S. Coast Guard as a Chief Petty Office and continues as Reservist. Peterson has additional experience as a Paramedic for North Ottawa Community Health System. Peterson has many licenses and certifications to include, but not limited to, paramedic, Firefighter I/II, Fire Officer I/II/III, Firefighter Instructor I, Blue Card, and many more. Peterson also has his Associates of Science in fire science from Columbia Southern University and has attended the Chief Petty Officer Academy for the U.S. Coast Guard. Peterson demonstrates a calm demeanor with great logical reasoning ability and is someone who can articulate his knowledge to others well. Please see the offer letter for more details.

Approval per State Law
Pursuant to state law, the recommendation of a Matt Schweitzer as the Fire Captain and David Peterson as the Fire Lieutenant positions for Grand Haven Charter Township must be approved by the full Township Board. To affirm this selection, the following motion can be offered:

Motion to approve the selection of Matthew Schweitzer as the Fire Captain and David Peterson as the Fire Lieutenant for Grand Haven Charter Township beginning on Tuesday, September 13, 2022.

If you have any questions or concerns, please contact Sherwood at your convenience.
Deputy Treasurer

DATE: September 12, 2022

TO: Township Board

FROM: Ashley Larrison

RE: Truth in Taxation - Public Hearing

At the last Township Board meeting, the “Truth in Taxation” hearing was scheduled for Monday, September 12th and the Board specifically requested that staff examine the impact of the Headlee rollback on the Township’s General Operating millage.

As you will recall, Grand Haven Charter Township’s taxable value increased by 6.4% and the rate of inflation was only 3.3%. This caused a “Headlee” reduction from our 2022 millage rates.

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

As stated in the “Notice of Public Hearing on Increasing Property Taxes” published August 29 2022 in the Grand Haven Tribune, the Board of Trustees of Grand Haven Charter Township will hold a public hearing on a proposed increase of an additional operating revenue which will be 6% over the amount levied in 2021.

The following is a breakdown of the proposed 2022 Millage and the tax dollars it will generate.

<table>
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<tr>
<th>Millage Levy</th>
<th>2021 Millage</th>
<th>2022 Proposed Millage with Headlee reduction applied</th>
<th>2021 Tax Dollars Generated</th>
<th>2022 Tax Dollars proposed to be generated</th>
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<td>Fire/Rescue Operating</td>
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<td><strong>Grand Total</strong></td>
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<td><strong>5.1322</strong></td>
<td><strong>$4,625,006</strong></td>
<td><strong>4,946,228</strong></td>
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What does this mean for Grand Haven Charter Township Taxpayers?

The Township portion of the proposed millage rate proposed is 4.6417 mills (*which includes debt millage and the recent fire millage renewal*). This is an increase of 0.0309 mills over the Township’s portion of the winter tax millage – *mostly due to the renewal of the Fire/Rescue millage*.

The overall taxable value of the Township has increased 6.4% which means that a $350,000 ($175,000 T.V.) home in 2021 will be valued at $361,550 ($180,775 T.V.) in 2022.

Per the direction of the Board, with regard to the Township’s Operating millage, the homeowner will pay approximately **$6.64 more** on the Winter Taxes this year than in December of 2021. However, because of the size of the Township’s total TV, the impact to the General Fund will be **$63,069**.

Attached, you will find the resolution to adopt after the public hearing which establishes the actual millage rate levied by the Township and authorizes the Supervisor and Clerk to sign the attached L-4029 2022 Tax Rate Request.

If approved, the following motion can be offered:

**Move to Adopt Resolution No. 22-09-01 approving the levy of an additional allowable millage rate of 0.2705 and authorizing Supervisor Reenders and Clerk Larsen to sign the L-4029 2021 Tax Rate Request.**

If there are any questions or comments regarding the above, please contact me.
RESOLUTION # 22-09-01

WHEREAS, the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, held a public hearing on September 12, 2022 to receive testimony and public comments on the issue of whether or not to levy an "additional millage rate" of 0.2705 mills, pursuant to the Resolution of the Township Board, dated August 22, 2022; and

WHEREAS, the Township Board's resolution of August 22, 2022 was duly published by the Township Clerk in accordance with the requirements of the Truth in Taxation Law; and

WHEREAS, it appears to be in the best interest of the Township to levy an additional millage rate of 0.2705 mills.

NOW, THEREFORE, be it hereby resolved that the Township Board of Grand Haven Charter Township, Ottawa County, Michigan does hereby approve the levy of an additional millage rate of 0.2705 mills, pursuant to the requirements of the Truth in Taxation Law and does hereby establish the 2022 Grand Haven Charter Township millage rate as follows:

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

and as delineated on the attached L-4029 2022 Tax Rate Request Form, pursuant to the requirements of State law, and instructs Supervisor Reenders and Clerk Larsen to sign the aforementioned form.

AYES:

NAYS:

ABSENT AND NOT VOTING:

RESOLUTION DECLARED ADOPTED.

Dated: September 12th, 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 12th day of September 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: September 12th, 2022

Laurie Larsen, Township Clerk
Public Services Memo

DATE: September 8, 2022

TO: Township Board

FROM: Alando Chappell

RE: Proposed Wording for SHP Plaque

One of the items included in the Schmidt’s Heritage Park project is a boulder and a 24” x 24” plaque. With the input of the Parks and Recreation Committee, we have proposed wording of the plaque for the Boards review and consideration. Inclusive for all in the wording of the plaque, we have included Jim’s donation of the land, the Township residents for support of the park milage and Supervisor Reenders and Trustee Redick for their Board leadership and support.

Please see the proposed wording of the plaque below:

SCHMIDT HERITAGE PARK
“GIFT FROM JAMES A. SCHMIDT”
“FARMING OUR FOUNDING COMMUNITY”
JUNE 1ST, 2023
THANKS TO THE RESIDENTS
GRAND HAVEN CHARTER TOWNSHIP
MARK REENDERS, SUPERVISOR
RON REDICK, TRUSTEE

If the Board supports the wording of the Schmidt’s Heritage Park Plaque, the following motion may be offered:

Motion to approve the wording of the Schmidt’s Heritage Park Plaque to be install on the boulder located at Schmidt’s Heritage Park.

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