



**CITY OF GRAND HAVEN
GRAND HAVEN, MICHIGAN**

**AGENDA FOR
REGULAR CITY COUNCIL MEETING**

**GRAND HAVEN CITY HALL*
COUNCIL CHAMBERS
519 WASHINGTON AVE**

**MONDAY, APRIL 22, 2024
7:30 PM**

- 1. MEETING CALLED TO ORDER**
- 2. ROLL CALL**
- 3. INVOCATION**
 - A. Pastor Mike Gafa, Covenant Life Church
- 4. PLEDGE OF ALLEGIANCE**
- 5. REAPPOINTMENTS TO BOARDS & COMMISSIONS**
- 6. NEW APPOINTMENTS TO BOARDS & COMMISSIONS**
- 7. APPROVAL OF CONSENT AND REGULAR AGENDAS**
- 8. CALL TO AUDIENCE – ONE OF TWO OPPORTUNITIES**

At this time, members of the audience may address Council on any item, whether on the agenda or not. Those addressing Council are asked to provide their name and address and will be limited to three minutes of speaking time. Council will hear all comments for future consideration but will not have a response at this time. Those not physically present who would like to call in may dial 616-935-3285.

- 9. PRESENTATION** **ATTACHMENT A**

A. Harbor Island Update-Lara Zawaideh, HDR

- 10. CONSENT AGENDA** **ATTACHMENT B**

- A. Approve the bill's memo in the amount of \$482,839.61.
- B. Approve the low bid Contractor Services Agreement with Advanced Pavement Marking, of West Olive, MI, in the budgeted amount of \$30,514.06, for city wide pavement marking and striping.
- C. Approve a special event request to hold the Chalk the Walk on Saturday, May 4, 2024, from 10:00 am until 4:00 pm, on various sections of sidewalk along 7th Street and Washington Avenue in Centertown.

- D. Approve a special event request to hold the Shoreline Orchestra Summer Pops Concert on Tuesday, July 16, 2024, at the Lynne Sherwood Waterfront Stadium from 7:00 pm until 8:15 pm, use of the parking spaces west of the loading zone in the Marina Parking Lot, and apply up to a \$500 discount to the facility rental as outlined in the special event policy.

- E. Approve a special event request to hold the Maiden Race on Saturday, July 13, 2024, at the Lynne Sherwood Waterfront Stadium from 10:00 am until Noon, and apply up to a \$500 discount to the facility rental as outlined in the special event policy.

- F. Approve a special event request to hold Corn hole for a Cause on Friday, May 10, 2024, at the Lynne Sherwood Waterfront Stadium from 4:30 pm until 9:00 pm, and apply up to a \$500 discount to the facility rental as outlined in the special event policy.

- G. Approve the low bid Contract Service Agreement with Lakeshore Property Services of Grand Haven, in the budgeted amount of \$19,152.40, for Tree Planting Services.

- H. Approve a revised defined benefit plan adoption agreement to change division 11's name to "SEIU and prior SEIU members who became non-union on or after May 1st, 2023".

11. NEW BUSINESS

ATTACHMENT C

- A. Consideration by City Council of a resolution to approve Task Order 015, PFAS Remedial Investigation Work Plan in the not to exceed amount of \$59,521 and authorize the Mayor and Clerk to execute the necessary documents.

Administration recommends approval.

- B. Consideration by City Council to join the communities of Spring Lake Township, the Village of Spring Lake, the City of Ferrysburg, and the Grand Haven Charter Township in updating the collaborative community-wide recreation plan, and approve the contracted services of PM Blough and Frost Center of Hope College in the amount of \$14,925.00 and authorize the Mayor and Clerk to execute the necessary documents.

Administration recommends approval.

12. CORRESPONDENCE & BOARD MEETING MINUTES ATTACHMENT D

- A. Duncan Park Commission Meeting Minutes of March 19, 2024
- B. Loutit Library Meeting Minutes of March 12, 2024
- C. Musical Fountain Meeting Minutes of March 13, 2024
- D. Planning Commission Meeting Minutes of March 12, 2024.

13. REPORT BY CITY COUNCIL

14. REPORT BY CITY MANAGER

15. CALL TO AUDIENCE—SECOND OPPORTUNITY

At this time, members of the audience may address Council on any item, whether on the agenda or not. Those addressing Council are asked to provide their name and address and will be limited to three minutes of speaking time. Council will hear all comments for future consideration but will not have a response at this time. Those not physically present who would like to call in may dial 616-935-3285.

16. ADJOURNMENT

Attachment

A

Harbor Island Update

City Council Update



Monday, April 22, 2024
7:00 p.m.

▶ Harbor Island Updates

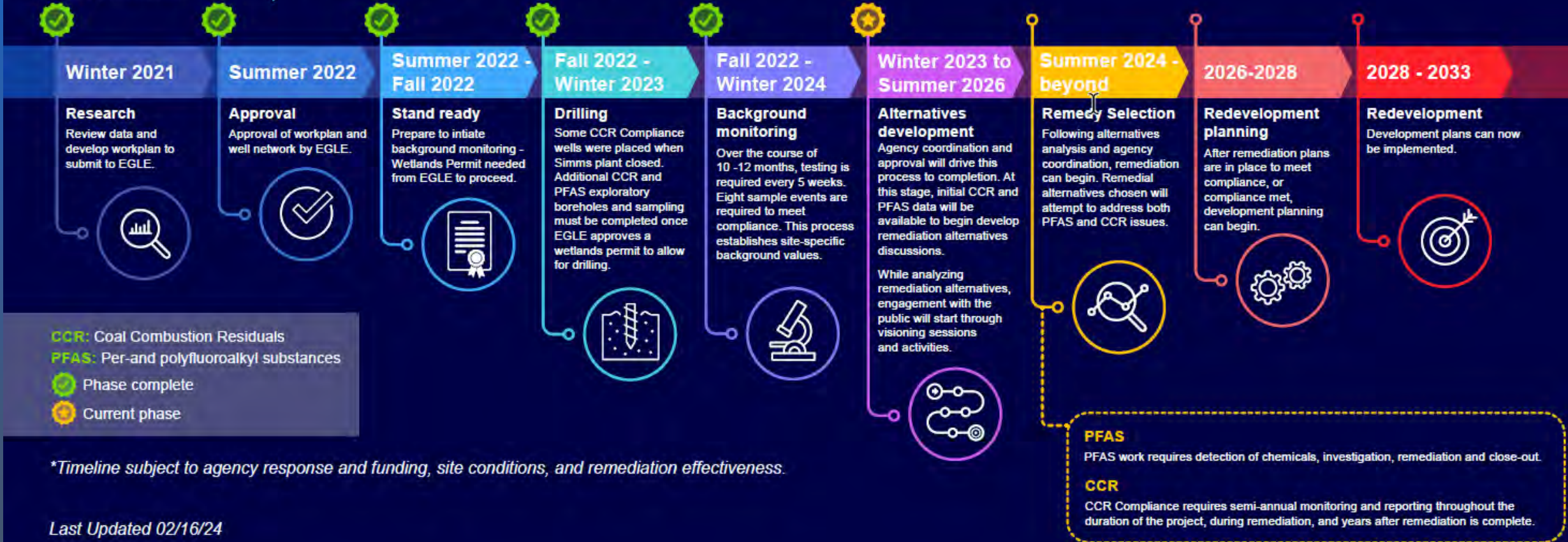
- ▶ CCR Updates
- ▶ PFAS Data to Date
- ▶ Harbor Island Study Area Needs
- ▶ Visioning Work
- ▶ Next Steps



Anticipated Timeline

Renew Harbor Island
Work today, protect tomorrow.

Anticipated Timeline*



PUBLIC RELEASE OF DATA

Completed at Scheduled Intervals

01.



DATA GATHERED
IN FIELD



SAMPLES
ANALYZED
IN LAB

02.



4-6 Weeks

03.



EXPERTS
ANALYZE DATA



REVIEWED DATA
SHARED WITH KEY
STAKEHOLDERS

04.



Based on Scheduled Meetings

05.



DATA SHARED
WITH PUBLIC



4-6 Weeks

- Database management
- Data validation
- Graphical data review
- Statistical analysis
- Regulatory comparisons

Based on Scheduled Meetings

CCR Update



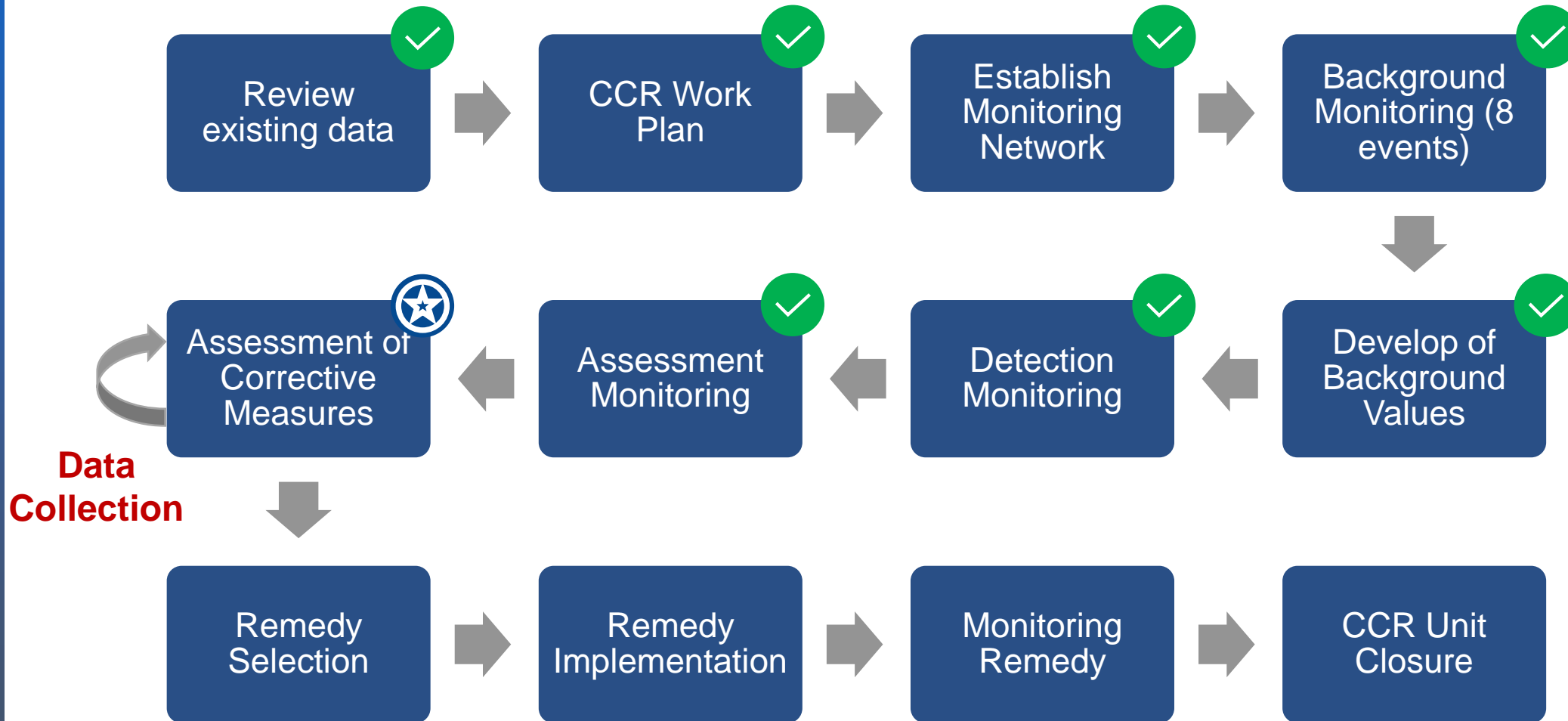
CCR Impoundment

Former Coal Stockpile

Excavated CCR Impoundment

Former J.B. Sims Generating Station

CCR Compliance Tasks



CCR Activities

▶ Monitoring

- ▶▶ All 8 background monitoring events were complete in August 2023
- ▶▶ Quarterly Assessment Monitoring
 - October 2023
 - January 2024 (freezing conditions) so sampled February 2024
 - April 2024
- ▶▶ Installation of Transducers of Water Level Monitoring

▶ Reporting

- ▶▶ Background Statistical Certification Report
- ▶▶ State and Federal 2023 Annual Reports completed - January 2024
- ▶▶ Statistically Significant Increase (SSI) Memo
- ▶▶ Groundwater Protection Standard (GPS) and Statistically Significant Level (SSL) Memo
- ▶▶ Hydrogeologic Monitoring Plan (HMP)
- ▶▶ Response Action Plan (RAP)
- ▶ Awaiting response from EGLE/EPA re: North Channel Investigation
- ▶ Administrative Consent Order (ACO) still pending

Groundwater Quality (CCR)

- ▶ Background Values and GPS were developed
- ▶ SSIs over background identified at both CCR units – Units 1/2 & Unit 3A/B
 - Boron, calcium, chloride, fluoride, sulfate, and TDS
 - Triggers assessment monitoring and a Response Action Plan
- ▶ SSLs over GPS @ both CCR units
 - Arsenic, boron, calcium, chloride, fluoride, lithium, sulfate, and TDS
 - Triggers assessment of corrective measures
 - Both State and Federal monitoring programs

Next Steps in CCR

- ▶ Quarterly monitoring for foreseeable future
- ▶ Continued quarterly compliance reporting
- ▶ Identify potential remediation alternatives
 - ▶▶ Associated data requirements, permitting, timeline, costs, limitations
- ▶ Data collection (ACM workplan) to evaluate remediation alternatives
 - ▶▶ Boring for ash delineation and ash sampling
 - ▶▶ Pump test and additional slug tests
 - ▶▶ Deep boreholes to confirm lower confining unit
 - ▶▶ Background soil study
 - ▶▶ Wetland delineation

Next Steps in CCR

- ▶ Additional documents:
 - ▶▶ Groundwater Monitoring Network System Certification (in progress)
 - ▶▶ Assessment of Corrective Measures Work Plan (in progress)
 - ▶▶ Assessment of Corrective Measures (with enforceable schedule) (Fall 2024)
- ▶ Annual inspection
- ▶ Continued work on Coal Pile Removal

PFAS Update

Data Gap Investigation

- ▶ DGI Published in December 2023

Next steps

- ▶ Identify potential remediation alternatives
 - ▶▶ Associated data requirements, permitting, timeline, costs, limitations
- ▶ Data collection to evaluate remediation alternatives
 - ▶▶ Nested Wells (South Channel & Grand River) & Sample for PFAS
 - ▶▶ Surface Sediment Sampling, if needed.
 - ▶▶ Subsurface Utility Exploration
 - ▶▶ Additional surface water sampling, if needed.



Additional Investigations

- ▶ Preparation of a Due Care Plan for the Soccer Field area



Harbor Island Study Area and Needs

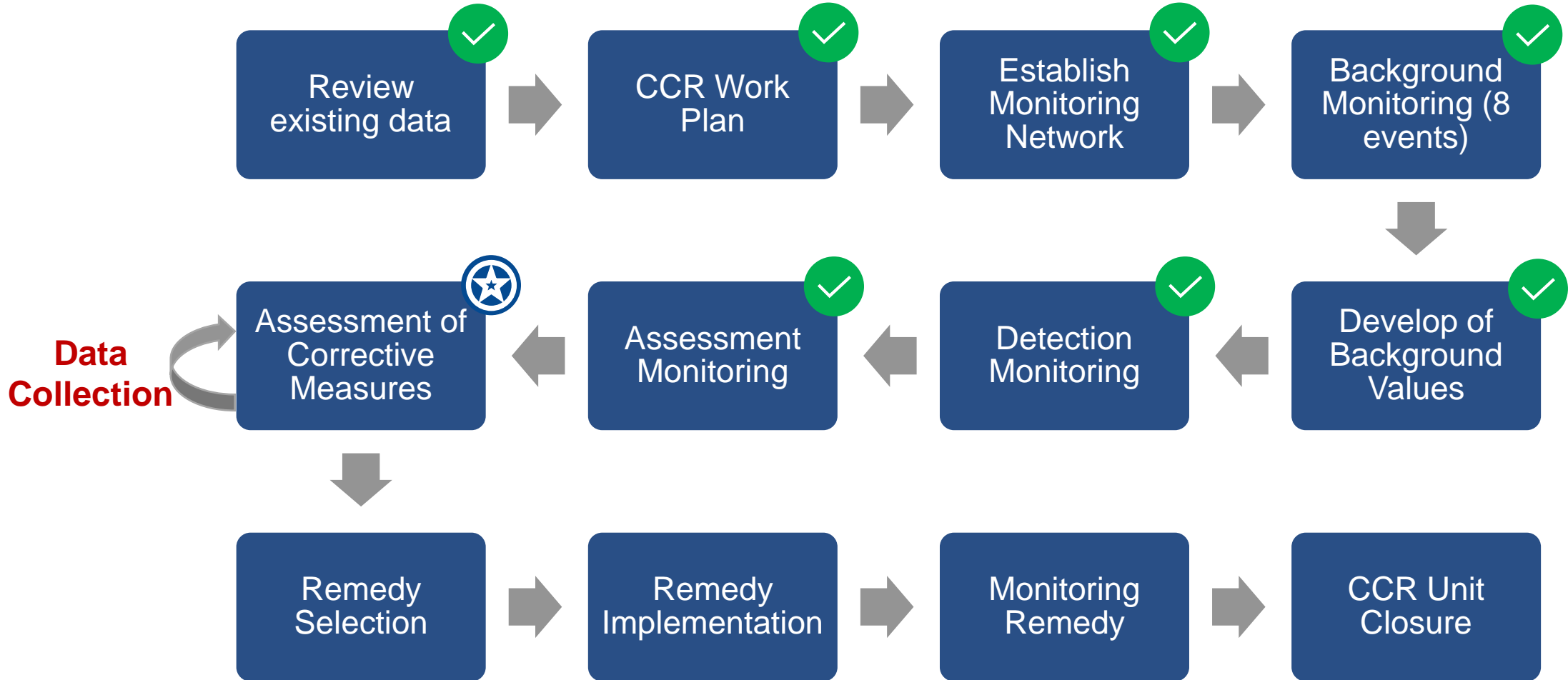
- ▶ Site complexities
 - ▶▶ PFAS and CCR on one site
 - Changing regulations
 - ▶▶ Multiple sources of contamination
 - Waste materials
 - Dredging materials
 - Historic ash
 - Former Shell site
 - Former J.B. Sims site
 - ▶▶ No definitive PFAS source
 - ▶▶ Groundwater/surface water pathway and interaction
 - ▶▶ Water level fluctuations
 - ▶▶ Wetlands



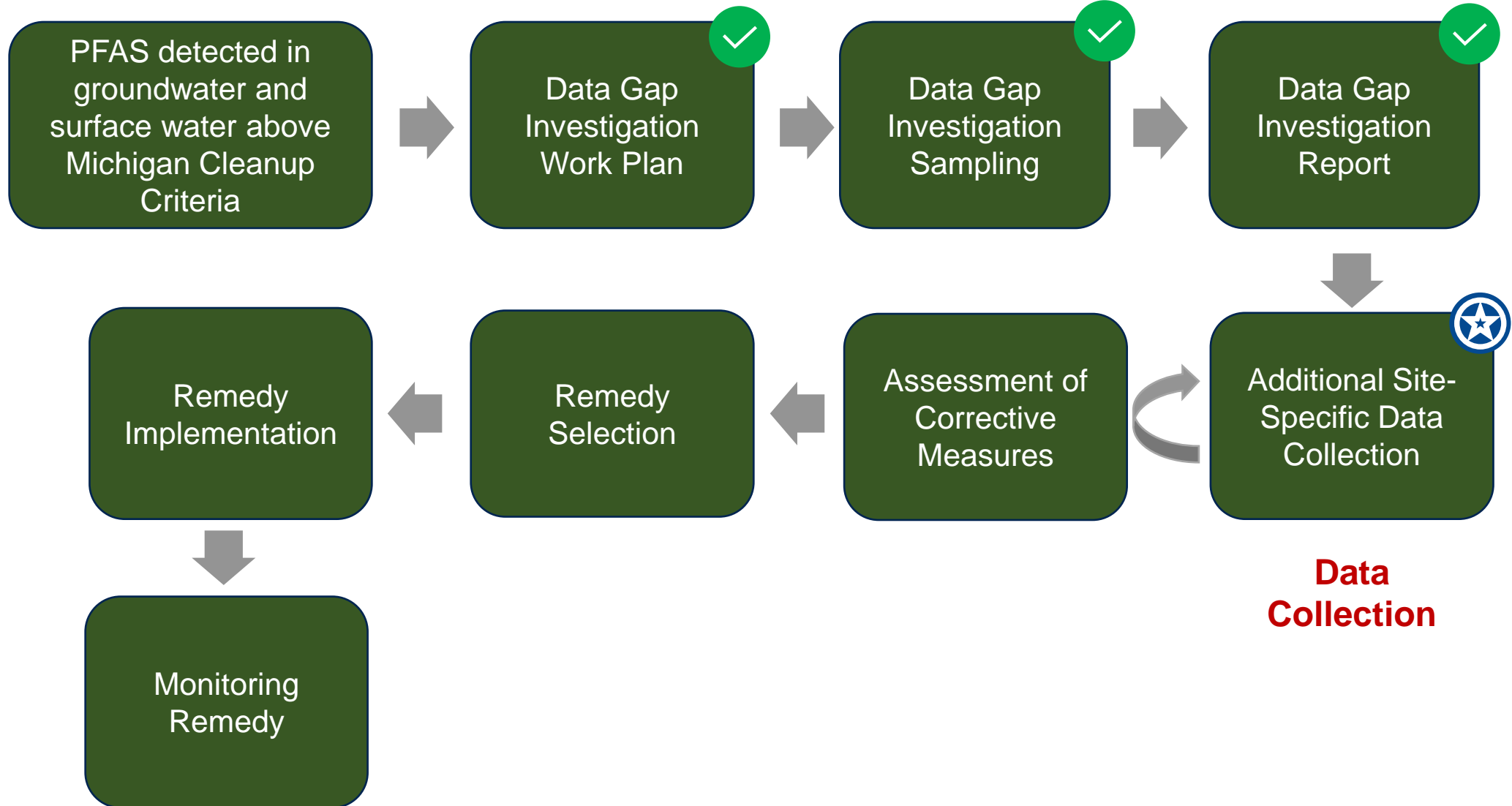
EPA CCR Rule Change

- ▶ Legacy CCR Surface Impoundments & CCR Management Units (CCRMU)
Proposed Rule – proposed May 18, 2023
 - ▶▶ Legacy surface impoundment – does not apply at Harbor Island
 - ▶▶ CCRMU - accumulations of CCR managed at any time, that is not a CCR unit (e.g. historic CCR, structural fill sites, haul roads)
 - J.B. Sims was described in the EPA's proposed rule as an example of why EPA developed the ruling: historic ash under the CCR impoundments = CCRMU
 - ▶▶ The CCRMU (e.g. historic ash) will be required to be treated like another CCR unit on the site
 - specified deadlines
 - delineate it – this will require additional field work
 - monitoring network appropriate to have wells at waste boundary, analyze for impacts, closure planning

Data Collection – CCR



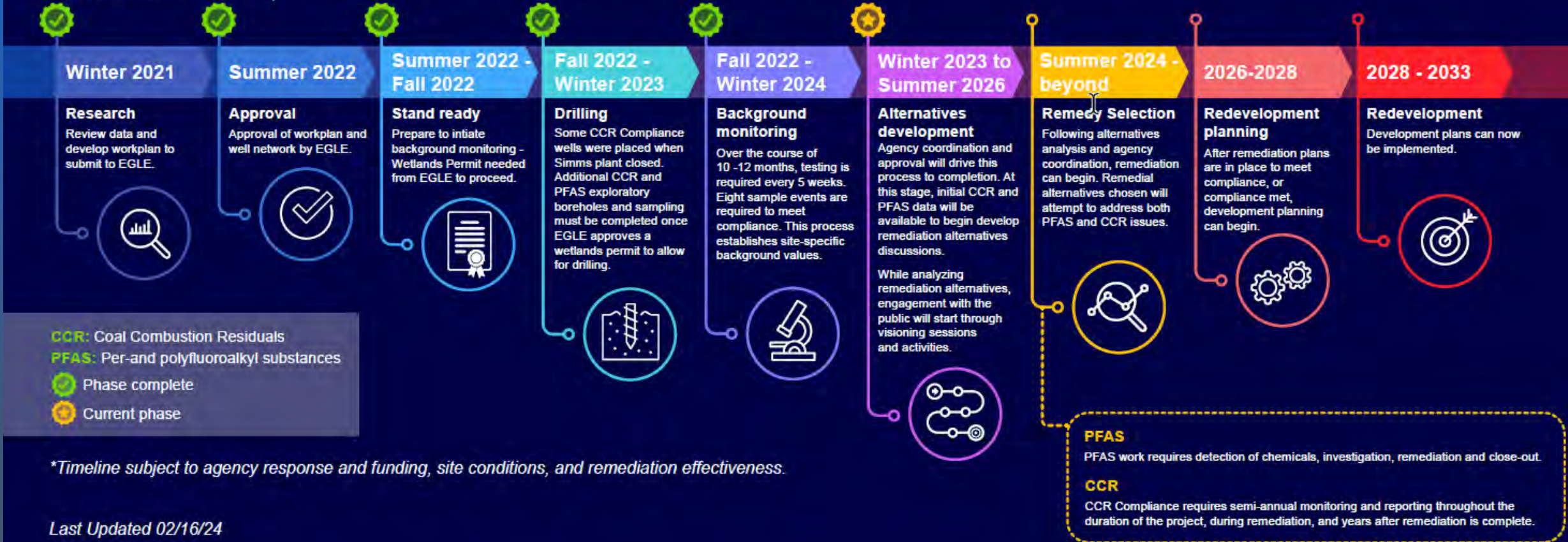
Data Collection – PFAS



Anticipated Timeline

Renew Harbor Island
Work today, protect tomorrow.

Anticipated Timeline*



▶ Visioning Work

Utilizing the discussion from the survey and on-site Harbor Island event on April 13, the Visioning Team will conduct an iterative Design Workshop in which reuse concepts will be created, tested, and refined.

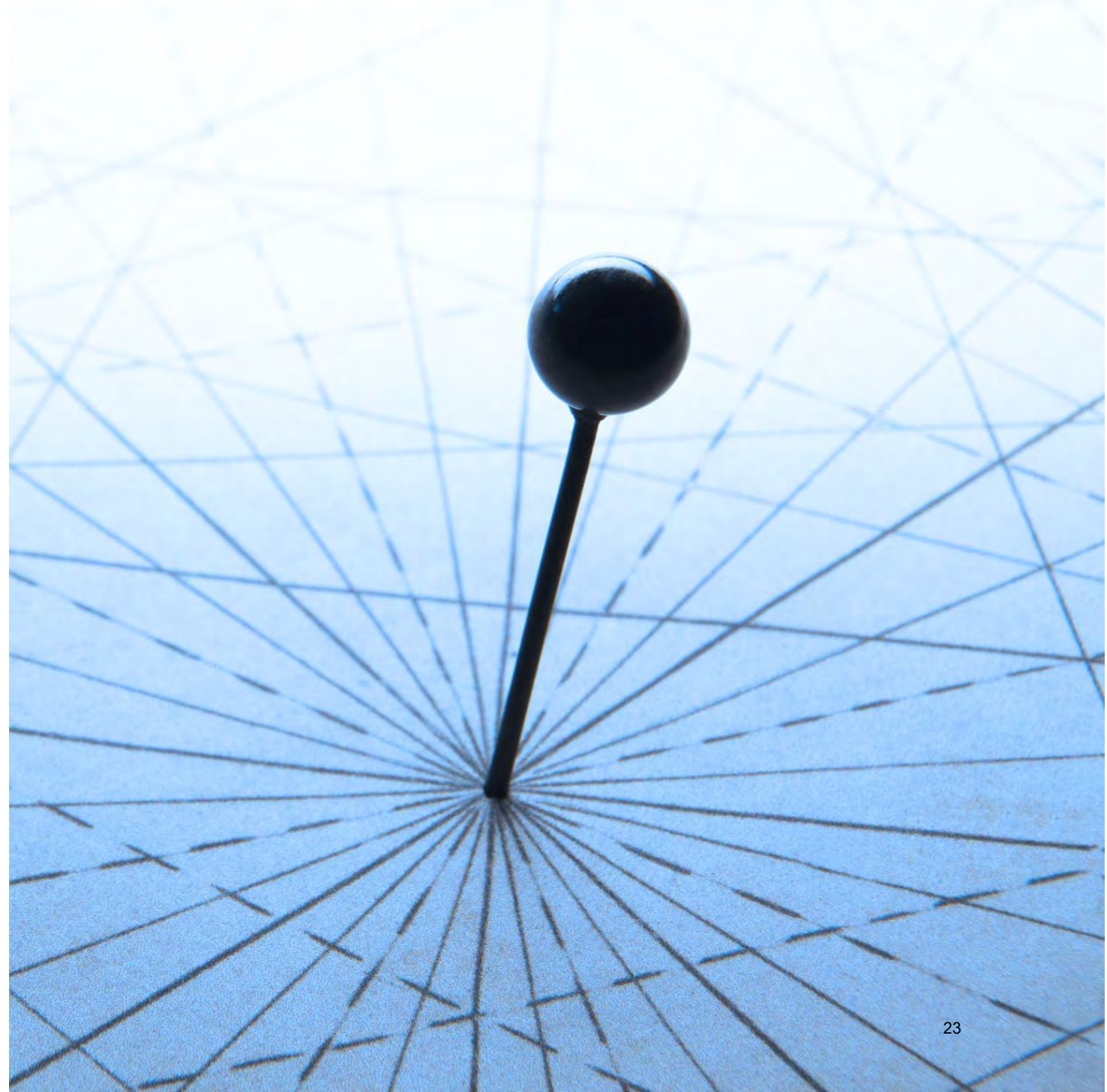
At the end of the Workshop, the design team will have developed three preferred reuse concepts and supporting illustrative diagrams that will serve as the basis for design refinement before being shared with the community on June 12.



▶ Visioning Work

▶ Feedback Gathering

- ▶▶ Community Open House held Saturday, April 13, 1-3 p.m.
- ▶▶ Public Survey, closed April 21
- ▶▶ Visioning Workshops, In Person May 7-8, 5:30-7 p.m.
- ▶▶ Wednesday, June 5, TBD



THANK YOU!

www.grandhaven.org/renew-harbor-island



Attachment B

To: Ashley Latsch, City Manager
 From: Emily Greene, Finance Director
 CM Date:
 RE: Bills From Payables Warrant

04.22.24

EG

NEW FUND NUMBER	FUND NAME	WARRANT 04.17.24	ACH WARRANT 04.17.24	TOTALS
101	General Fund	\$30,858.27	\$12,792.33	\$43,650.60
151	Cemetery Fund	\$0.00	\$0.00	\$0.00
202	Major Street Fund	\$3,791.80	\$2,560.73	\$6,352.53
203	Local Street Fund	\$678.83	\$2,560.72	\$3,239.55
225	Land Acquisition Fund	\$0.00	\$0.00	\$0.00
242	Brfd LSRRF TIF	\$0.00	\$0.00	\$0.00
243	Brownfield Redevelopment Fund	\$0.00	\$0.00	\$0.00
243	BRA Peerless Flats EGLE Loan	\$0.00	\$0.00	\$0.00
244	Econ. Dev. Corp. Fund	\$0.00	\$0.00	\$0.00
245	Downtown TIF	\$0.00	\$44,947.15	\$44,947.15
246	GLTIF Spec Rev Fund	\$0.00	\$0.00	\$0.00
248	Main St Dist Dev	\$3,050.00	\$0.00	\$3,050.00
272	UTGO Inf Spec Rev Fund	\$0.00	\$0.00	\$0.00
273	LTGO Bond Rev Fund	\$0.00	\$0.00	\$0.00
274	2015 UTGO Bond Rev	\$0.00	\$0.00	\$0.00
276	LightHouse Maintenance Fund	\$0.00	\$0.00	\$0.00
278	Community Land Trust	\$0.00	\$0.00	\$0.00
310	Assessment Bond Fund	\$0.00	\$0.00	\$0.00
351	Operating Debt Fund	\$0.00	\$0.00	\$0.00
352	Brownfield TIF Debt	\$0.00	\$0.00	\$0.00
355	GLTIF Debt Serv Fund	\$0.00	\$0.00	\$0.00
369	Building Auth Debt Fund	\$0.00	\$0.00	\$0.00
372	UTGO Inf Debt Fund	\$0.00	\$0.00	\$0.00
373	LTGO Debt	\$0.00	\$0.00	\$0.00
374	2015 UTGO Bond Debt Fund	\$0.00	\$0.00	\$0.00
384	2020 LTGO Bond - Warber Drain	\$0.00	\$0.00	\$0.00
394	Downtown TIF Debt	\$0.00	\$0.00	\$0.00
401	Public Improvements Fund	\$0.00	\$53,493.13	\$53,493.13
402	Fire Truck Replacement Fund	\$0.00	\$0.00	\$0.00
403	Brownfield TIF Const	\$0.00	\$0.00	\$0.00
404	Downtown TIF Const.	\$0.00	\$0.00	\$0.00
410	Harbor Island	\$0.00	\$0.00	\$0.00
455	G/L TIF Construction Fund	\$0.00	\$0.00	\$0.00
456	UTGO Inf Construction Fund	\$0.00	\$0.00	\$0.00
457	LTGO Bond Construction Fund	\$0.00	\$0.00	\$0.00
458	2015 UTGO Bond Inf Fund	\$0.00	\$0.00	\$0.00
469	Building Auth. Fund	\$0.00	\$0.00	\$0.00
508	North Ottawa Rec Authority	\$0.00	\$0.00	\$0.00
509	Sewer Authority Operations	\$43,677.05	\$4,783.47	\$48,460.52
509	Sewer Authority SL Force Mn	\$0.00	\$0.00	\$0.00
509	Sewer Authority Plant Mod	\$0.00	\$0.00	\$0.00
509	GH/SL SA-2013 Debt	\$0.00	\$0.00	\$0.00
509	GH/SL SA-SLPS/Force Main Debt	\$0.00	\$0.00	\$0.00
509	GH/SL SA-Local Lift Station Debt	\$0.00	\$0.00	\$0.00
509	GH/SL SA-2018 Plant Debt	\$0.00	\$0.00	\$0.00
510	NOWS Operating	\$12,112.68	\$1,519.34	\$13,632.02
510	NOWS Plant Debt	\$0.00	\$0.00	\$0.00
510	NOWS Replacement	\$0.00	\$0.00	\$0.00
535	Housing Fund	\$0.00	\$0.00	\$0.00
572	Chinook Pier Rental Fund	\$0.00	\$0.00	\$0.00
581	Airpark Fund	\$190.95	\$0.00	\$190.95
590	City Sewer Fund	\$1,631.27	\$14,506.25	\$16,137.52
591	City Water Fund	\$1,633.94	\$24,029.75	\$25,663.69
594	City Marina Fund	\$221.00	\$19.74	\$240.74
597	City Boat Launch Fund	\$54.80	\$0.00	\$54.80
661	Motorpool Fund	\$3,088.13	\$168.47	\$3,256.60
677	Self Insurance Fund	\$671.94	\$108,980.00	\$109,651.94
678	OPEB/Retiree Benefits Fund	\$0.00	\$0.00	\$0.00
679	Health Benefit Fund	\$0.00	\$0.00	\$0.00
701	Trust & Agency Fund	\$0.00	\$0.00	\$0.00
703	Tax Collection Fund	\$103,491.46	\$7,326.41	\$110,817.87
704	Payroll Fund	\$0.00	\$0.00	\$0.00
		\$205,152.12	\$277,687.49	\$482,839.61

\$482,839.61 Total Approved Bills

\$220,469.81 Minus eligible bills for release without prior approval: including Utility,

\$262,369.80 Retirement, Insurance, Health Benefit, and Tax Collection Funds

CITY OF GRAND HAVEN
DEPARTMENT OF PUBLIC WORKS
847-3493



MEMORANDUM

TO: Ashley Latsch – City Manager
CC: Derek Gajdos – Director of Public Works
FROM: Jacob Hildebrand – Interim Streets & Utilities Manager *JH*
DATE: April 11, 2024
SUBJECT: 2024 Pavement Marking & Striping

Sealed bids for the City FY 2023/2024 Pavement Marking & Striping Contract were opened on April 10, 2024 at which time two (2) bids were opened. The bids were checked for accuracy and Advanced Pavement Marking was the lowest bidder totaling \$30,514.06. The budgeted amount for Major and Local Streets Pavement Markings is included in the Professional Services Budget for FY23/24 totaling \$31,000.

The Request for Proposals (RFP) was advertised on the City website on March 27, 2024. Notices of the advertisement for bids were also sent to firms that were known to the DPW staff members. A copy of the RFP is attached to this memorandum.

Sealed bids were opened on Wednesday, April 10, 2024. Two (2) firms responded to the RFP.

Proponent	Location	Bid as submitted
Advance Pavement Markings	West Olive, MI	\$ 30,514.06
Michigan Pavement Markings	Wyoming, MI	\$ 44,934.50

Therefor Staff recommends that City Council accept the proposal from Michigan Pavement Markings in the not to exceed amount of \$30,514.06 for pavement markings.

**City of Grand Haven
Department of Public Works
616-847-3493**



MEMORANDUM

TO: Ashley Latsch – City Manager

CC: Derek Gajdos – Director of Public Works

FROM: Dana Kollewehr - Special Events and Project Manager *DK*

DATE: April 10, 2024

SUBJECT: Chalk the Walk (NEW)

The Grand Haven Main Street DDA has submitted an application to host a new event called Chalk the Walk on Saturday, May 4, 2024, from 10:00 am until 4:00 pm. Chalk the Walk will occur on 7th Street and Washington Avenue within Centertown.

The event will feature chalk art on the sidewalks mentioned above in front of participating businesses. Square sections of the sidewalk will be taped off with painter's tape, and sidewalk chalk will be provided to artists to draw from 10:00 am until 4:00 pm. Judging by Centertown merchants will take place from noon until 1:00 p.m., and awards will be given at 1:00 p.m. at The Bookman. Upon conclusion of the event, the painter's tape will be removed, and the art will be left behind for the public to enjoy.

Public Services Requested

- None

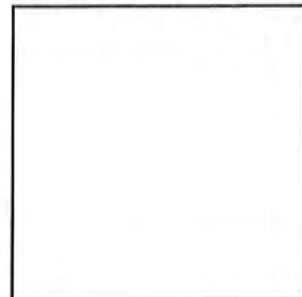
Public Space Requested

- Sidewalks along 7th Street and Washington in Centertown.



CITY OF GRAND HAVEN SPECIAL EVENT APPLICATION

A special event application is required for any event held on City property or using City services. The application and fees are due by **March 1st** for events held between May and August and **90+ days** before events occurring from September through April.



Completed applications and fees may be turned in to the Department of Public Works in person at 1120 Jackson Street, Grand Haven, MI 49417, and by mail, 519 Washington Ave. Grand Haven, MI 49417. Questions may be directed to 616-847-3493 or specialevents@grandhaven.org.

EVENT SUMMARY

EVENT NAME: Chalk the Walk
EVENT DATE(S): May 4, 2024
START TIME: 10:00 END TIME: 4:00 PM SET UP TIME: _____ TEAR DOWN COMPLETED BY: _____
EVENT LOCATION(S): Centertown, 7th Street & Washington Ave.
Is this a new event in the City of Grand Haven? No Yes

*New events require discussion with Special Events and Project Manager before submitting application.

EVENT WEBSITE (optional): _____
Would you like your event listed on the City's social media, free of charge? No Yes

APPLICANT INFORMATION

ORGANIZATION NAME: GH Main Street DDA
ORGANIZATION ADDRESS: 519 Washington Ave., GH, 49417
RESPONSIBLE PARTY NAME: Chandi Pape
RESPONSIBLE PARTY ADDRESS: 519 Washington Ave., GH, 49417
APPLICANT PHONE: 616-844-1188 EMAIL: cpape@grandhaven.org
EVENT DAY CONTACT (NAME/PHONE): Susan Lowe 410-714-0021

Representative must be on site and available during entire event.

EVENT DETAILS & LOGISTICS

All event requests require a current to-scale map of the event site that includes setup, requested road closures, parking spaces, etc., to be submitted to the best of your knowledge at the time of application. Public Safety reserves the right to amend route requests based on safety and staff requirements for runs, walks, and parades.

Provide a detailed description of your event. Use additional sheet if necessary.

Chalk art on the sidewalks in front of participating businesses on Saturday, May 4, 2024. ~~Sections~~ Square sections of the sidewalk will be taped off with painters tape. Chalk (sidewalk) will be provided to artists to draw from 10 AM - 12 PM. Judging by Centertown merchants will take place from 12 - 1 PM, awards given at 1 PM at the bookman. Tape will be removed after drawing is complete. Sections will not block pedestrian traffic on sidewalks.

EVENT DETAILS & LOGISTICS CONTINUED

Department of Public Works Services (Check all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> Banners, \$125-\$350 | <input type="checkbox"/> Electric, \$200 plus usage | <input type="checkbox"/> Stadium Fencing, \$800-\$4400 |
| <input type="checkbox"/> Barricades, \$3-\$15 (# and type determined by Public Safety) | <input type="checkbox"/> Park Rental, fees vary by park | <input type="checkbox"/> Street Closures, \$150 |
| <input type="checkbox"/> Cardboard Trash Container/Liner, \$13 each | <input type="checkbox"/> Portable Stage (Showmobile), \$500-\$1025 | <input type="checkbox"/> Sound System, \$100 |
| | <input type="checkbox"/> Sanitation (Grey Water/Grease) | <input type="checkbox"/> Water, \$100 plus usage |

Additional incidental fees apply based on applicant requests. Parks/Facilities/Street rental fee will apply.

Will this event provide portable restrooms? No Yes # of units? ___ # of ADA units? ___

Will this event provide dumpster(s)? No Yes **NOTE: Portable restrooms and/or dumpsters may be required.**

Will there be entertainment? No Yes Will there be amplified sound? No Yes

If yes, check all that apply DJ Live Acoustic Live Amplified Other _____

This event is (please select one) Open to the public Private/Ticketed Invitation Only

PUBLIC SAFETY

Will there be food trucks/food concessions? No Yes*

Contact the Health Department for requirements and to schedule inspections.

Food truck vendors must have an annual inspection and permit from the Grand Haven Fire Marshal.

Will there be food cooked on-site? No Yes

If yes, how will food be cooked? Gas Charcoal Fryers Electric

Will there be pyrotechnics? No Yes

Will you provide your own security? No Yes

Will there be assembly tents at the event? No Yes

If yes, how many? _____ Total Size _____

Tents over 400 sq. ft. require a tent permit, fee and diagram. A permit application will be sent to you if required. An inspection must be conducted by the Fire Marshal.

ALCOHOL SERVICE

Will there be alcohol sold/served at the event? No Yes (if yes, complete the remainder of this section)

Applicants must contact the Grand Haven Department of Public Safety to apply for a separate liquor license.

The liquor license application also requires approval from the Michigan Liquor Control Commission following City Council approval.

Name of non-profit organization applying for the liquor license?

Contact Name: _____

Phone Number: _____

STREET & PARKING LOT CLOSURES

Please complete this section if you are requesting street closures or use of City parking lots. List the streets/parking lots you are requesting to close. Include the required map with your application, identifying street and parking lot closures.

STREET/PARKING LOT TO BE CLOSED	FROM WHICH INTERSECTION/LOCATION	TO WHICH INTERSECTION
Example - Harbor Drive	Columbus	Franklin

To help ensure the safety of event participants and the public, street closures require the following:

- **Barricades:** Street closures generally require barricades, which the City provides. The number of barricades will be determined by Public Safety, and a fee will be assessed to the applicant. **Barricades are to be set up by the event organizer.**
- **Race Routes:** Organizers must use the City's pre-approved route and mark the route with the City's race route signs.
- **No Parking Signage:** "No parking" signs must be posted 24 hours before an event for Public Safety to enforce the No Parking Order. If the areas you are requesting to use contain accessible parking spaces, those spaces must be replaced at a nearby location.
- **Notification of Affected Parties:** Applicant must notify property owners along the street closure route of the date and time of street closures. You can do this by delivering a notice in person or by mailing a notice to the property owner. **The Special Events and Project Manager can provide you with the names and addresses of property owners along your route for mailing purposes.**

LIABILITY INSURANCE

Liability insurance naming the City of Grand Haven as additional insured is required for all events. You may contact an insurance agent of your choice to obtain liability insurance coverage. Please inform your insurance agent that the wording on the certificate must read: The City of Grand Haven, as additional insured in the amount of \$1,000,000 per occurrence 519 Washington Avenue Grand Haven, MI 49417

An acceptable certificate of insurance must be submitted no later than **14 days** before the event date.

Name of Insurance Company/Agent: _____

Phone Number of Company/Agent: _____

SPECIAL EVENT FEES

Submit the special event and park application fees with completed application. Applications will not be processed without the application fee being paid. A cost estimate of event fees will be provided upon staff review of application. See current fee schedule for additional fees and current rates.

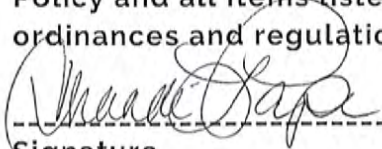
To Be Completed by Applicant	City of Grand Haven Resident and Non-Profit Discount
<input checked="" type="checkbox"/> Resident/Non-Profit Application Fee, \$100	<ul style="list-style-type: none"> • Residents and non-profits within the City of Grand Haven (COGH) are eligible for up to \$500 in discounted fees. • Non-profits outside the COGH are eligible for up to \$250 in discounted fees. • Discounts only apply to facility, park, and public space rental fees (not incidental costs). • Discounts are subject to approval and current special event policy.
<input type="checkbox"/> Non-Resident/Profit Application Fee, \$150	
<input type="checkbox"/> Park Permit Application, \$35	
<input type="checkbox"/> Duncan Park Application, \$25	
<p>I am requesting the maximum allowable discount (Initial Here): _____</p>	

REQUIREMENTS OF THE SPECIAL EVENT

- Applicant will comply with all rules and regulations of the City of Grand Haven Special Event Policy.
- Applicant shall comply with all City of Grand Haven Ordinances.
- The applicant organization will hold the City of Grand Haven harmless from all claims.
- Event grounds will be left clean and free of litter. Failure of the applicant to satisfactorily clean the site may result in the City cleaning the site and billing the applicant for its services.
- The City reserves the right to deny changes to the application once final approval is given.
- Failure to provide any requested information promptly or providing false information may result in denial or revocation of the Special Event Permit.
- Your completed application will be routed to all necessary departments by the Special Events and Project Manager for their recommendation to City Council.

Failure to comply with any requirements of the Special Event Permit may result in the forfeiture of your deposit, the cancellation of the event, and/or the denial of future event requests.

With my signature, I certify that I have read and agree to the City of Grand Haven Special Events Policy and all items listed in this application. I agree to abide by all applicable City of Grand Haven ordinances and regulations.



Signature

4/10/24

Date

Chalk the Walk

May 4th, 2024



street drawing starts at 10:00 am

Judging starts at Noon!

Awards at the Bookman at 1:00 p.m.

in Centertown

Join in the fun - bring the kids to see the sidewalk chalk drawings by kids and local artist



Fun for Kids of all ages

Funded and supported by



Use QR code to sign up to be one of the Artist



More information can be found at:



**City of Grand Haven
Department of Public Works
616-847-3493**



MEMORANDUM

TO: Ashley Latsch – City Manager

CC: Derek Gajdos – Director of Public Works

FROM: Dana Kollewehr - Special Events and Project Manager *DK*

DATE: April 11, 2024

SUBJECT: Shoreline Community Orchestra Summer Pops Concert (New)

Shoreline Community Orchestra has submitted an application for a new event called Shoreline Community Orchestra Summer Pops Concert. The event will occur on Tuesday, July 16th, from 7:00 p.m. until 8:15 p.m. at the Lynne Sherwood Waterfront Stadium.

The free community concert will feature an orchestra of 45-60 performers set up in curved rows on the stadium's cement pad. The orchestra is too large to fit on the stage. The orchestra will bring all necessary equipment for the performance, including chairs and stands. While the concert will be free of charge to the public, donations will be accepted for anyone who would like to help defray the cost of the event. Being a first-time event, organizers anticipate 100-200 attendees.

The orchestra will need access to electricity for a sound system and is requesting to use the parking spaces west of the loading zone in the Marina Parking Lot for an equipment trailer during setup and the performance. A diagram is enclosed.

Event Set Up Time: 5:00 pm
Event Time: 7:00 pm until 8:15 pm
Event Clean Up by: 9:00 pm

Public Services Requested

- Electricity

Public Space Requested

- Lynne Sherwood Waterfront Stadium
- Parking spaces west of the loading zone in the Marina Parking Lot



CITY OF GRAND HAVEN SPECIAL EVENT APPLICATION

OFFICE USE ONLY

A special event application is required for any event held on City property or using City services. The application and fees are due by **March 1st** for events held between May and August and **90+ days** before events occurring from September through April.



Completed applications and fees may be turned in to the Department of Public Works in person at 1120 Jackson Street, Grand Haven, MI 49417, and by mail, 519 Washington Ave. Grand Haven, MI 49417. Questions may be directed to 616-847-3493 or specialevents@grandhaven.org.

EVENT SUMMARY

EVENT NAME: Shoreline Community Orchestra Summer Pops Concert

EVENT DATE(S): Tuesday, July 16

START TIME:	END TIME:	SET UP TIME:	TEAR DOWN COMPLETED BY:
<u>7:00pm</u>	<u>8:15pm</u>	<u>5:00pm</u>	<u>9:00pm</u>

EVENT LOCATION(S): Waterfront Stadium

Is this a new event in the City of Grand Haven? No Yes*

*New events require discussion with Special Events and Project Manager before submitting application.

EVENT WEBSITE (optional): www.ShorelineSymphony.org - Shoreline Community Orchestra on Facebook

Would you like your event listed on the City's social media, free of charge? No Yes

APPLICANT INFORMATION

ORGANIZATION NAME: Shoreline Community Orchestra

ORGANIZATION ADDRESS: PO Box 93, Muskegon, MI 49443

RESPONSIBLE PARTY NAME: Nick Mosley

RESPONSIBLE PARTY ADDRESS: 17448 Reenders Ct, Grand Haven, MI 49417

APPLICANT PHONE: (231) 343-3098 EMAIL: nickmosley1@gmail.com

EVENT DAY CONTACT (NAME/PHONE): Nick Mosley (231) 343-3098

Representative must be on site and available during entire event.

EVENT DETAILS & LOGISTICS

All event requests require a current to-scale map of the event site that includes setup, requested road closures, parking spaces, etc., to be submitted to the best of your knowledge at the time of application. Public Safety reserves the right to amend route requests based on safety and staff requirements for runs, walks, and parades.

Provide a detailed description of your event. Use additional sheet if necessary.

The Shoreline Community Orchestra averages between 45-60 performers at each concert. We would set up in a traditional orchestra setup of curved rows on the cement pad at the center of Waterfront Stadium (we won't fit on the stage). We will bring with us all necessary equipment, including chairs and stands. The concert will be free and open to the general public, with a request for donations for anyone wishing to help defray the cost of the event. We would anticipate an audience of perhaps 100-200 people.

Map attached.

EVENT DETAILS & LOGISTICS CONTINUED

Department of Public Works Services (Check all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> Banners, \$125-\$350 | <input checked="" type="checkbox"/> Electric, \$200 plus usage | <input type="checkbox"/> Stadium Fencing, \$800-\$4400 |
| <input type="checkbox"/> Barricades, \$3-\$15 (# and type determined by Public Safety) | <input checked="" type="checkbox"/> Park Rental, fees vary by park | <input type="checkbox"/> Street Closures, \$150 |
| <input type="checkbox"/> Cardboard Trash Container/Liner, \$13 each | <input type="checkbox"/> Portable Stage (Showmobile), \$500-\$1025 | <input type="checkbox"/> Sound System, \$100 |
| | <input type="checkbox"/> Sanitation (Grey Water/Grease) | <input type="checkbox"/> Water, \$100 plus usage |

Additional incidental fees apply based on applicant requests. Parks/Facilities/Street rental fee will apply.

Will this event provide portable restrooms? No Yes # of units? ___ # of ADA units? ___

Will this event provide dumpster(s)? No Yes **NOTE: Portable restrooms and/or dumpsters may be required.**

Will there be entertainment? No Yes Will there be amplified sound? No Yes

If yes, check all that apply DJ Live Acoustic Live Amplified Other _____

This event is (please select one) Open to the public Private/Ticketed Invitation Only

PUBLIC SAFETY

Will there be food trucks/food concessions? No Yes*

Contact the Health Department for requirements and to schedule inspections.

Food truck vendors must have an annual inspection and permit from the Grand Haven Fire Marshal.

Will there be food cooked on-site? No Yes

If yes, how will food be cooked? Gas Charcoal Fryers Electric

Will there be pyrotechnics? No Yes

Will you provide your own security? No Yes

Will there be assembly tents at the event? No Yes

If yes, how many? _____ Total Size _____

Tents over 400 sq. ft. require a tent permit, fee and diagram. A permit application will be sent to you if required. An inspection must be conducted by the Fire Marshal.

ALCOHOL SERVICE

Will there be alcohol sold/served at the event? No Yes (if yes, complete the remainder of this section)

Applicants must contact the Grand Haven Department of Public Safety to apply for a separate liquor license.

The liquor license application also requires approval from the Michigan Liquor Control Commission following City Council approval.

Name of non-profit organization applying for the liquor license?

Contact Name: _____

Phone Number: _____

STREET & PARKING LOT CLOSURES

Please complete this section if you are requesting street closures or use of City parking lots. List the streets/parking lots you are requesting to close. Include the required map with your application, identifying street and parking lot closures.

STREET/PARKING LOT TO BE CLOSED	FROM WHICH INTERSECTION/LOCATION	TO WHICH INTERSECTION
Example - Harbor Drive	Columbus	Franklin

To help ensure the safety of event participants and the public, street closures require the following:

- **Barricades:** Street closures generally require barricades, which the City provides. The number of barricades will be determined by Public Safety, and a fee will be assessed to the applicant. **Barricades are to be set up by the event organizer.**
- **Race Routes:** Organizers must use the City's pre-approved route and mark the route with the City's race route signs.
- **No Parking Signage:** "No parking" signs must be posted 24 hours before an event for Public Safety to enforce the No Parking Order. If the areas you are requesting to use contain accessible parking spaces, those spaces must be replaced at a nearby location.
- **Notification of Affected Parties:** Applicant must notify property owners along the street closure route of the date and time of street closures. You can do this by delivering a notice in person or by mailing a notice to the property owner. **The Special Events and Project Manager can provide you with the names and addresses of property owners along your route for mailing purposes.**

LIABILITY INSURANCE

Liability insurance naming the City of Grand Haven as additional insured is required for all events. You may contact an insurance agent of your choice to obtain liability insurance coverage. Please inform your insurance agent that the wording on the certificate must read: The City of Grand Haven, as additional insured in the amount of \$1,000,000 per occurrence 519 Washington Avenue Grand Haven, MI 49417

An acceptable certificate of insurance must be submitted no later than **14 days** before the event date.

Name of Insurance Company/Agent: Auto-Owners Insurance, McKenzie-Price Agency

Phone Number of Company/Agent: (231) 733-4411

SPECIAL EVENT FEES

Submit the special event and park application fees with completed application. Applications will not be processed without the application fee being paid. A cost estimate of event fees will be provided upon staff review of application. See current fee schedule for additional fees and current rates.

To Be Completed by Applicant

City of Grand Haven Resident and Non-Profit Discount

- | | |
|--|---|
| <input checked="" type="checkbox"/> Resident/Non-Profit Application Fee, \$100 | <ul style="list-style-type: none">• Residents and non-profits within the City of Grand Haven (COGH) are eligible for up to \$500 in discounted fees.• Non-profits outside the COGH are eligible for up to \$250 in discounted fees.• Discounts only apply to facility, park, and public space rental fees (not incidental costs).• Discounts are subject to approval and current special event policy. |
| <input type="checkbox"/> Non-Resident/Profit Application Fee, \$150 | |
| <input checked="" type="checkbox"/> Park Permit Application, \$35 | |
| <input type="checkbox"/> Duncan Park Application, \$25 | |

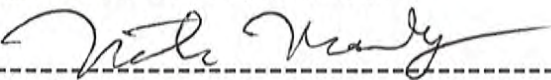
I am requesting the maximum allowable discount (Initial Here): NM

REQUIREMENTS OF THE SPECIAL EVENT

- Applicant will comply with all rules and regulations of the City of Grand Haven Special Event Policy.
- Applicant shall comply with all City of Grand Haven Ordinances.
- The applicant organization will hold the City of Grand Haven harmless from all claims.
- Event grounds will be left clean and free of litter. Failure of the applicant to satisfactorily clean the site may result in the City cleaning the site and billing the applicant for its services.
- The City reserves the right to deny changes to the application once final approval is given.
- Failure to provide any requested information promptly or providing false information may result in denial or revocation of the Special Event Permit.
- Your completed application will be routed to all necessary departments by the Special Events and Project Manager for their recommendation to City Council.

Failure to comply with any requirements of the Special Event Permit may result in the forfeiture of your deposit, the cancellation of the event, and/or the denial of future event requests.

With my signature, I certify that I have read and agree to the City of Grand Haven Special Events Policy and all items listed in this application. I agree to abide by all applicable City of Grand Haven ordinances and regulations.



Signature

2/29/24

Date



APPLICATION FOR PARK USE PERMIT

APPLICATION FEE \$35.00 -PAID:

FORM MUST BE SUBMITTED SIX (6) WEEKS PRIOR TO REQUESTED DATE

APPLICANT / SPONSORING ORGANIZATION INFORMATION

Applicant Name: Shoreline Community Orchestra

Sponsor Organization: _____ Contact Person: Nick Mosley

Non-Profit Federal ID Number (if applicable): 46-4057977

Address: PO Box 93 Muskegon MI 49443

Street City State Zip

(231) 343-3098 nickmosley1@gmail.com
Daytime Phone Email Address

EVENT INFORMATION

Event Name: Shoreline Community Orchestra Summer Pops Concert

Event Location: Waterfront Stadium

Date(s) of Event: Tuesday, July 16 Set Up Time: 5:00pm

Activity Start Time: 7:00pm Activity End Time: 9:00pm

Description of Type of Event: (concert, picnic, wedding, etc.): Concert

Estimated Number of Persons Attending: 100-200

ALL QUESTIONS MUST BE ANSWERED OR APPLICATION WILL NOT BE ACCEPTED

GENERAL PUBLIC USE: This is a public park and use of this park and its fixtures (i.e. grill, cables) is not exclusive to the applicant and shall remain open to the general public. The Special Events and Project Manager will work with you in seeking approval from the various Boards and Departments, and final approval from the City Council for you to obtain a permit for your Special Event. Contact the Department of Public Works for the current fee schedule. Rental of a City Park for weddings, reunions, family gathering etc. will be handled by the Community Affairs Manager.

ALCOHOLIC BEVERAGES ARE PROHIBITED: The City Ordinance does not allow alcoholic beverages in any City park. The applicant is responsible to ensure that alcoholic beverages are not served as part of the event. Sec.5-12

INSURANCE CERTIFICATE REQUIRED (excluding weddings): A Certificate of Insurance for Comprehensive General Liability and Property Damage in the amount of \$1,000,000.00 naming the City of Grand Haven as the additional insured is required per occurrence. The Certificate of Insurance **must be submitted** with the application.

PROOF OF INSURANCE ATTACHED: Yes No

SELLING/FUNDRAISING:

Will any selling/fundraising occur? Yes No

If yes, also fill out the appropriate attached vendor sheets for Food Service Information (page 5). **No fee may be charged for the event or items sold associated with this event unless formal City Council approval and proof of insurance is obtained.**

SPONSORSHIP/BANNER/SIGNS:

Will any sponsorship occur? Yes No

Will any signs or banners be used? Yes No

If yes, banners must be 2' x 7', and will be placed by city staff at approved locations. All signs and banners must be approved brought to the Department of Public Works. A fee is required to hang all street banners see current fee schedule for rate. Banners will be removed and must be picked up after the event.

TENTS/CANOPIES:

Will any temporary structures be used? Yes No

If yes, please list the number of tents, sizes and location of each: _____

No tents or other temporary structures are allowed in any City Park without written approval of the Director of Public Works. Refer to the procedures described in Sec.3-C of the "Policy for City Park and Public Land Use" for the requirements. **Absolutely no stakes or poles in the ground are to be used in erecting tents. A diagram of the event layout must be included.**

EQUIPMENT/MATERIALS USED:

Will any equipment (chairs, tables, PA system, stage, platform, portable toilets or any other items) be set up in the Park? Yes No

If yes, please provide a list of the equipment and sizes that you are requesting approval for and set up location. No equipment or other fixtures are allowed in any City Park without approval of the Director of Public Works. Portable toilets and trash receptacles are required for large events as described in Sec.13-G of the "Policy for City Park and Public Land Use". If there will be amplified sound at the event, fill out the s. The applicant must follow the procedures described in the "Policy for City Park and Public Land Use" Insurance section 11 and Equipment and Signs Sec. 13-A.

Approximately 50 folding chairs and music stands, plus percussion equipment and a small PA system will be set up on the cement pad at Waterfront Stadium,

MAP/LOCATION OF PARK: If you are requesting equipment/materials or any other items to be set up for the event you must attach a map of the park indicating where the placement of these items will be.

WALK-A-THON/BICYCLE/PARADE: If this event is a walk-a-thon, bicycle event or parade a map of the route must be attached. The Department of Public Safety and Department of Public Works will receive a copy and consider requests for temporary street closings, special posting and/or barricades.

CLEANUP/DAMAGE: The applicant is responsible for any cleanup following this event and any damage done to City property. If the grounds are not satisfactory and trash receptacles not removed, the City of Grand Haven will bill you for services following the event. Grounds must be cleaned immediately following the close of the event. Refer to section 13-b in the "Policy for City Park and Public Land Use".

It is prohibited to use paint as markers for an event. If tape is used it must be completely pulled up immediately following the event. If we find a violation of the rule there will be a \$100 damage fee.

VIOLATIONS: Any violations may cause further applications to be denied. Refer to sections 17 and 18 in the "Policy for City Park and Public Land Use".

The undersigned declares and says he/she wishes to be permitted to perform the operation, service or act hereon and that the statements are true and correct to the best of his/her knowledge and belief, will comply with all provisions of the "Policy for City Park and Public Land Use" and the ordinances of the City of Grand Haven relative to the operation, service or act for which the permit is requested and agrees to hold the City of Grand Haven free and harmless from all liability which may be imposed upon it and to reimburse the City of Grand Haven for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the operation, service or act for which the permit was issued.

Signature of Applicant: Nick Mosley

Date: 02/29/24

Payment can be made online at www.grandhaven.org, or mail a check with the application to the following address:

For Special Events Contact:
City of Grand Haven
Attn: Dana Kollewehr
519 Washington
Grand Haven, MI 49417
specialevents@grandhaven.org
Office: 616.847.3493

For General Park Rentals (weddings, reunions, baby showers etc) contact:
City of Grand Haven
Attn: Char Seise
421 Columbus
Grand Haven, MI 49417
cseise@grandhaven.org
Office: 616.842.2550



**City of Grand Haven
Department of Public Works
616-847-3493**



MEMORANDUM

TO: Ashley Latsch – City Manager
CC: Derek Gajdos – Director of Public Works
FROM: Dana Kollewehr - Special Events and Project Manager *DK*
DATE: April 11, 2024
SUBJECT: Maiden Race (NEW)

The Grand River Sailing Club has submitted an application for the sixth annual Maiden Race. Although the event has not previously used City property, it requests to use Lynne Sherwood Waterfront Stadium on Saturday, July 13th, from 10:00 a.m. until Noon for race viewing and announcements.

The Maiden Race is an annual women’s sailboat race. Boats gather in front of the waterfront stadium before sailing out to Lake Michigan. Participating boats and information about the Maiden Race and event benefactor Maiden Factor Foundation will be announced at the stadium. At 11:00 a.m., boats will line up and parade out to Lake Michigan. The race will begin on Lake Michigan, the south side of the lighthouse.

Event Set Up Time: 10:00 am
Event Time: 10:00 am until Noon
Event Clean Up by: Noon

Public Services Requested

- Electricity
- Sound System

Public Space Requested

- Lynne Sherwood Waterfront Stadium



CITY OF GRAND HAVEN SPECIAL EVENT APPLICATION

OFFICE USE ONLY

A special event application is required for any event held on City property or using City services. The application and fees are due by **March 1st** for events held between May and August and **90+ days** before events occurring from September through April.



Completed applications and fees may be turned in to the Department of Public Works in person at 1120 Jackson Street, Grand Haven, MI 49417, and by mail, 519 Washington Ave. Grand Haven, MI 49417. Questions may be directed to 616-847-3493 or specialevents@grandhaven.org.

EVENT SUMMARY

EVENT NAME: Maiden Race
EVENT DATE(S): July 13, 2024

START TIME: 10:00 am END TIME: 12:00 pm SET UP TIME: 10:00 am TEAR DOWN COMPLETED BY: 12:00 pm

EVENT LOCATION(S): Lynn Sherwood Waterfront Stadium for Introduction of the Race, and participating boats.

Is this a new event in the City of Grand Haven? No Yes
This is the 6th Annual Event.

This is a sailboat race

*New events require discussion with Special Events and Project Manager before submitting application.

EVENT WEBSITE (optional):

Would you like your event listed on the City's social media, free of charge? No Yes

occurred 3-11-24

APPLICANT INFORMATION

ORGANIZATION NAME: Grand River Sailing Club
ORGANIZATION ADDRESS: 219 N. Harbor, P.O. Box 214 Grand Haven, MI 49417
RESPONSIBLE PARTY NAME: Linda VanPortfliet
RESPONSIBLE PARTY ADDRESS: 17318 Coles Park Rd., Spring Lake, MI 49456
APPLICANT PHONE: 616 916-4269 EMAIL: Lvanport22@gmail.com
EVENT DAY CONTACT (NAME/PHONE): Will determine this at GRSC Board Meeting (3-21-24)

Representative must be on site and available during entire event.

EVENT DETAILS & LOGISTICS

All event requests require a current to-scale map of the event site that includes setup, requested road closures, parking spaces, etc., to be submitted to the best of your knowledge at the time of application. Public Safety reserves the right to amend route requests based on safety and staff requirements for runs, walks, and parades.

Provide a detailed description of your event. Use additional sheet if necessary.

6th Annual Women's sailboat race... Maiden Race on Saturday July 13. Boats gather in front of the Waterfront Stadium. Plan is to have shore-side announcer introducing participating boats and providing information about the Maiden Race and benefactor Maiden Factor Foundation. Boats will line up and have parade out to Lake Michigan at 11:00. Race will begin on Lake Michigan, south side of lighthouse.

EVENT DETAILS & LOGISTICS CONTINUED

Department of Public Works Services (Check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Banners, \$125-\$350 | <input type="checkbox"/> Electric, \$200 plus usage | <input type="checkbox"/> Stadium Fencing, \$800-\$4400 |
| <input type="checkbox"/> Barricades, \$3-\$15 (# and type determined by Public Safety) | <input type="checkbox"/> Park Rental, fees vary by park | <input type="checkbox"/> Street Closures, \$150 |
| <input type="checkbox"/> Cardboard Trash Container/Liner, \$13 each | <input type="checkbox"/> Portable Stage (Showmobile), \$500-\$1025 | <input checked="" type="checkbox"/> Sound System, \$100 |
| | <input type="checkbox"/> Sanitation (Grey Water/Grease) | <input type="checkbox"/> Water, \$100 plus usage |

Additional incidental fees apply based on applicant requests. Parks/Facilities/Street rental fee will apply.

Will this event provide portable restrooms? No Yes # of units? ___ # of ADA units? ___

Will this event provide dumpster(s)? No Yes **NOTE: Portable restrooms and/or dumpsters may be required.**

Will there be entertainment? No Yes Will there be amplified sound? No Yes

If yes, check all that apply DJ Live Acoustic Live Amplified Other _____

This event is (please select one) Open to the public Private/Ticketed Invitation Only

PUBLIC SAFETY

Will there be food trucks/food concessions? No Yes*

Contact the Health Department for requirements and to schedule inspections.

Food truck vendors must have an annual inspection and permit from the Grand Haven Fire Marshal.

Will there be food cooked on-site? No Yes

If yes, how will food be cooked? Gas Charcoal Fryers Electric

Will there be pyrotechnics? No Yes

Will you provide your own security? No Yes

Will there be assembly tents at the event? No Yes

If yes, how many? _____ Total Size _____

Tents over 400 sq. ft. require a tent permit, fee and diagram. A permit application will be sent to you if required. An inspection must be conducted by the Fire Marshal.

ALCOHOL SERVICE

Will there be alcohol sold/served at the event? No Yes (if yes, complete the remainder of this section)

Applicants must contact the Grand Haven Department of Public Safety to apply for a separate liquor license.

The liquor license application also requires approval from the Michigan Liquor Control Commission following City Council approval.

Name of non-profit organization applying for the liquor license?

N/A

Contact Name: _____

Phone Number: _____

STREET & PARKING LOT CLOSURES

Please complete this section if you are requesting street closures or use of City parking lots. List the streets/parking lots you are requesting to close. Include the required map with your application identifying street and parking lot closures.

STREET/PARKING LOT TO BE CLOSED	FROM WHICH INTERSECTION/LOCATION	TO WHICH INTERSECTION
Example - Harbor Drive	Columbus	Franklin

To help ensure the safety of event participants and the public, street closures require the following:

- **Barricades:** Street closures generally require barricades, which the City provides. The number of barricades will be determined by Public Safety, and a fee will be assessed to the applicant. **Barricades are to be set up by the event organizer.**
- **Race Routes:** Organizers must use the City's pre-approved route and mark the route with the City's race route signs.
- **No Parking Signage:** "No parking" signs must be posted 24 hours before an event for Public Safety to enforce the No Parking Order. If the areas you are requesting to use contain accessible parking spaces, those spaces must be replaced at a nearby location.
- **Notification of Affected Parties:** Applicant must notify property owners along the street closure route of the date and time of street closures. You can do this by delivering a notice in person or by mailing a notice to the property owner. **The Special Events and Project Manager can provide you with the names and addresses of property owners along your route for mailing purposes.**

LIABILITY INSURANCE

Liability insurance naming the City of Grand Haven as additional insured is required for all events. You may contact an insurance agent of your choice to obtain liability insurance coverage. Please inform your insurance agent that the wording on the certificate must read: The City of Grand Haven, as additional insured in the amount of \$1,000,000 per occurrence 519 Washington Avenue Grand Haven, MI 49417

An acceptable certificate of insurance must be submitted no later than **14 days** before the event date.

Name of Insurance Company/Agent: Acord Gowrie Group - Linda Smith
 Phone Number of Company/Agent: 800 262-8911

SPECIAL EVENT FEES

Submit the special event and park application fees with completed application. Applications will not be processed without the application fee being paid. A cost estimate of event fees will be provided upon staff review of application. See current fee schedule for additional fees and current rates.

To Be Completed by Applicant

- Resident/Non-Profit Application Fee, \$100
- Non-Resident/Profit Application Fee, \$150
- Park Permit Application, \$35
- Duncan Park Application, \$25

City of Grand Haven Resident and Non-Profit Discount

- Residents and non-profits within the City of Grand Haven (COGH) are eligible for up to \$500 in discounted fees.
- Non-profits outside the COGH are eligible for up to \$250 in discounted fees.
- Discounts only apply to facility, park, and public space rental fees (not incidental costs).
- Discounts are subject to approval and current special event policy.

I am requesting the maximum allowable discount (Initial Here): *AVP*

REQUIREMENTS OF THE SPECIAL EVENT

- Applicant will comply with all rules and regulations of the City of Grand Haven Special Event Policy.
- Applicant shall comply with all City of Grand Haven Ordinances.
- The applicant organization will hold the City of Grand Haven harmless from all claims.
- Event grounds will be left clean and free of litter. Failure of the applicant to satisfactorily clean the site may result in the City cleaning the site and billing the applicant for its services.
- The City reserves the right to deny changes to the application once final approval is given.
- Failure to provide any requested information promptly or providing false information may result in denial or revocation of the Special Event Permit.
- Your completed application will be routed to all necessary departments by the Special Events and Project Manager for their recommendation to City Council.

Failure to comply with any requirements of the Special Event Permit may result in the forfeiture of your deposit, the cancellation of the event, and/or the denial of future event requests.

With my signature, I certify that I have read and agree to the City of Grand Haven Special Events Policy and all items listed in this application. I agree to abide by all applicable City of Grand Haven ordinances and regulations.

Linda VanPortfleet

Signature

3-11-2024

Date



Pol
check #
1797

APPLICATION FOR PARK USE PERMIT

APPLICATION FEE \$35.00 -PAID:

FORM MUST BE SUBMITTED SIX (6) WEEKS PRIOR TO REQUESTED DATE

APPLICANT / SPONSORING ORGANIZATION INFORMATION

Applicant Name: Grand River Sailing Club (GRSC)

Sponsor Organization: Grand River Sailing Club Contact Person: Linda VanPortfliet

Non-Profit Federal ID Number (if applicable): 38-2499403

Address: 219 N. Harbor PO Box 214 Grand Haven MI 49417

Street

City

State

Zip

90 (616) 916-4269
Daytime Phone

LVanport22@gmail.com
Email Address

EVENT INFORMATION

Event Name: Maiden Race (Grand River Sailing Club)

Event Location: Lynne Sherwood Waterfront Stadium

Date(s) of Event: Saturday, July 13, 2024 Set Up Time: 10:00 am

Activity Start Time: 11:00 am Activity End Time: 12:00 pm

Description of Type of Event: (concert, picnic, wedding, etc.): Women's sailboat race

Estimated Number of Persons Attending: 100 +

ALL QUESTIONS MUST BE ANSWERED OR APPLICATION WILL NOT BE ACCEPTED

GENERAL PUBLIC USE: This is a public park and use of this park and its fixtures (i.e. grill, cables) is not exclusive to the applicant and shall remain open to the general public. The Special Events and Project Manager will work with you in seeking approval from the various Boards and Departments, and final approval from the City Council for you to obtain a permit for your Special Event. Contact the Department of Public Works for the current fee schedule. Rental of a City Park for weddings, reunions, family gathering etc. will be handled by the Community Affairs Manager.

ALCOHOLIC BEVERAGES ARE PROHIBITED: The City Ordinance does not allow alcoholic beverages in any City park. The applicant is responsible to ensure that alcoholic beverages are not served as part of the event. Sec.5-12

INSURANCE CERTIFICATE REQUIRED (excluding weddings): A Certificate of Insurance for Comprehensive General Liability and Property Damage in the amount of \$1,000,000.00 naming the City of Grand Haven as the additional insured is required per occurrence. The Certificate of Insurance must be submitted with the application.

PROOF OF INSURANCE ATTACHED: Yes No *Will be forth-coming.*

SELLING/FUNDRAISING:
Will any selling/fundraising occur? Yes No *Would we be allowed to sell T-shirts at this event?*
If yes, also fill out the appropriate attached vendor sheets for Food Service Information (page 5). **No fee may be charged for the event or items sold associated with this event unless formal City Council approval and proof of insurance is obtained.**

SPONSORSHIP/BANNER/SIGNS:
Will any sponsorship occur? *Hopefully* Yes No
Will any signs or banners be used? Yes No *There will likely be one banner near the Band Stand during the presentation.*
If yes, banners must be 2' x 7', and will be placed by city staff at approved locations. All signs and banners must be approved brought to the Department of Public Works. A fee is required to hang all street banners see current fee schedule for rate. Banners will be removed and must be picked up after the event.

TENTS/CANOPIES:
Will any temporary structures be used? Yes No
If yes, please list the number of tents, sizes and location of each: _____
No tents or other temporary structures are allowed in any City Park without written approval of the Director of Public Works. Refer to the procedures described in Sec.3-C of the "Policy for City Park and Public Land Use" for the requirements. **Absolutely no stakes or poles in the ground are to be used in erecting tents. A diagram of the event layout must be included.**

EQUIPMENT/MATERIALS USED: *Will need the PA system at the stage of the Waterfront Stadium.*
Will any equipment (chairs, tables, PA system, stage, platform, portable toilets or any other items) be set up in the Park? Yes No

If yes, please provide a list of the equipment and sizes that you are requesting approval for and set up location. No equipment or other fixtures are allowed in any City Park without approval of the Director of Public Works. Portable toilets and trash receptacles are required for large events as described in Sec.13-G of the "Policy for City Park and Public Land Use". If there will be amplified sound at the event, fill out the s. The applicant must follow the procedures described in the "Policy for City Park and Public Land Use" Insurance section 11 and Equipment and Signs Sec. 13-A.

MAP/LOCATION OF PARK: If you are requesting equipment/materials or any other items to be set up for the event you must attach a map of the park indicating where the placement of these items will be.

WALK-A-THON/BICYCLE/PARADE: If this event is a walk-a-thon, bicycle event or parade a map of the route must be attached. The Department of Public Safety and Department of Public Works will receive a copy and consider requests for temporary street closings, special posting and/or barricades.

CLEANUP/DAMAGE: The applicant is responsible for any cleanup following this event and any damage done to City property. If the grounds are not satisfactory and trash receptacles not removed, the City of Grand Haven will bill you for services following the event. Grounds must be cleaned immediately following the close of the event. Refer to section 13-b in the "Policy for City Park and Public Land Use".

It is prohibited to use paint as markers for an event. If tape is used it must be completely pulled up immediately following the event. If we find a violation of the rule there will be a \$100 damage fee.

VIOLATIONS: Any violations may cause further applications to be denied. Refer to sections 17 and 18 in the "Policy for City Park and Public Land Use".

The undersigned declares and says he/she wishes to be permitted to perform the operation, service or act hereon and that the statements are true and correct to the best of his/her knowledge and belief, will comply with all provisions of the "Policy for City Park and Public Land Use" and the ordinances of the City of Grand Haven relative to the operation, service or act for which the permit is requested and agrees to hold the City of Grand Haven free and harmless from all liability which may be imposed upon it and to reimburse the City of Grand Haven for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the operation, service or act for which the permit was issued.

Signature of Applicant: Linda VanPoortfluet Date: 3-11-2024

Payment can be made online at www.grandhaven.org, or mail a check with the application to the following address:

For Special Events Contact:
City of Grand Haven
Attn: Dana Kollewehr
519 Washington
Grand Haven, MI 49417
specialevents@grandhaven.org
Office: 616.847.3493

For General Park Rentals (weddings, reunions, baby showers etc) contact:
City of Grand Haven
Attn: Char Seise
421 Columbus
Grand Haven, MI 49417
cseise@grandhaven.org
Office: 616.842.2550

**City of Grand Haven
Department of Public Works
616-847-3493**



MEMORANDUM

TO: Ashley Latsch – City Manager
CC: Derek Gajdos – Director of Public Works
FROM: Dana Kollewehr - Special Events and Project Manager *DK*
DATE: April 11, 2024
SUBJECT: Cornhole for a Cause (New)

The Pay It Forward class, comprised of Senior students at Grand Haven High School, has submitted an application to host a fundraising event called Cornhole for a Cause. The event is proposed to occur on Friday, May 10, 2024, at the Lynne Sherwood Waterfront Stadium.

Cornhole boards will be set up in the concrete pad in front of the stadium. Three pop-up tents and some tables and chairs will be set up within the stadium. All parklands will remain open to the public throughout the event, so no closures are requested. Additionally, the applicant has been informed of park rules and understands that no stakes or similar items can pierce the grass in the event setup.

Event clean-up and end time may vary slightly to accommodate the Musical Fountain.

All proceeds will be donated to The Children’s Advocacy Center.

Event Set Up Time: 1:00 pm
Event Time: 4:30 pm until 9:00 pm

Public Services Requested

None requested

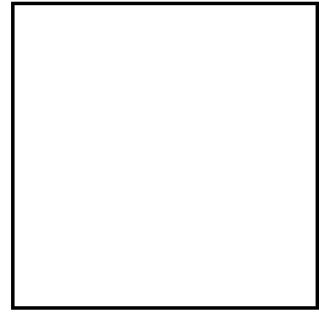
Public Space Requested

Lynne Sherwood Waterfront Stadium



CITY OF GRAND HAVEN SPECIAL EVENT APPLICATION

OFFICE USE ONLY



A special event application is required for any event held on City property or using City services. The application and fees are due by **March 1st** for events held between May and August and **90+ days** before events occurring from September through April.

Completed applications and fees may be turned in to the Department of Public Works in person at 1120 Jackson Street, Grand Haven, MI 49417, and by mail, 519 Washington Ave. Grand Haven, MI 49417. Questions may be directed to 616-847-3493 or specialevents@grandhaven.org.

EVENT SUMMARY

EVENT NAME: _____

EVENT DATE(S): _____

START TIME: _____ END TIME: _____ SET UP TIME: _____ TEAR DOWN COMPLETED BY: _____

EVENT LOCATION(S): _____

Is this a new event in the City of Grand Haven? No Yes*

***New events require discussion with Special Events and Project Manager before submitting application.**

EVENT WEBSITE (optional): _____

Would you like your event listed on the City's social media, free of charge? No Yes

APPLICANT INFORMATION

ORGANIZATION NAME: _____

ORGANIZATION ADDRESS: _____

RESPONSIBLE PARTY NAME: _____

RESPONSIBLE PARTY ADDRESS: _____

APPLICANT PHONE: _____ EMAIL: _____

EVENT DAY CONTACT (NAME/PHONE): _____

Representative must be on site and available during entire event.

EVENT DETAILS & LOGISTICS

All event requests require a current to-scale map of the event site that includes setup, requested road closures, parking spaces, etc., to be submitted to the best of your knowledge at the time of application. Public Safety reserves the right to amend route requests based on safety and staff requirements for runs, walks, and parades.

Provide a detailed description of your event. Use additional sheet if necessary.

EVENT DETAILS & LOGISTICS CONTINUED

Department of Public Works Services (Check all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> Banners, \$125-\$350 | <input type="checkbox"/> Electric, \$200 plus usage | <input type="checkbox"/> Stadium Fencing, \$800-\$4400 |
| <input type="checkbox"/> Barricades, \$3-\$15 (# and type determined by Public Safety) | <input type="checkbox"/> Park Rental, fees vary by park | <input type="checkbox"/> Street Closures, \$150 |
| <input type="checkbox"/> Cardboard Trash Container/Liner, \$13 each | <input type="checkbox"/> Portable Stage (Showmobile), \$500-\$1025 | <input type="checkbox"/> Sound System, \$100 |
| | <input type="checkbox"/> Sanitation (Grey Water/Grease) | <input type="checkbox"/> Water, \$100 plus usage |

Additional incidental fees apply based on applicant requests. Parks/Facilities/Street rental fee will apply.

Will this event provide portable restrooms? No Yes # of units? ___ # of ADA units? ___

Will this event provide dumpster(s)? No Yes **NOTE: Portable restrooms and/or dumpsters may be required.**

Will there be entertainment? No Yes Will there be amplified sound? No Yes

If yes, check all that apply DJ Live Acoustic Live Amplified Other _____

This event is (please select one) Open to the public Private/Ticketed Invitation Only

PUBLIC SAFETY

Will there be food trucks/food concessions? No Yes*

Contact the Health Department for requirements and to schedule inspections.

Food truck vendors must have an annual inspection and permit from the Grand Haven Fire Marshal.

Will there be food cooked on-site? No Yes

If yes, how will food be cooked? Gas Charcoal Fryers Electric

Will there be pyrotechnics? No Yes

Will you provide your own security? No Yes

Will there be assembly tents at the event? No Yes

If yes, how many? _____ Total Size _____

Tents over 400 sq. ft. require a tent permit, fee and diagram. A permit application will be sent to you if required. An inspection must be conducted by the Fire Marshal.

ALCOHOL SERVICE

Will there be alcohol sold/served at the event? No Yes (if yes, complete the remainder of this section)

Applicants must contact the Grand Haven Department of Public Safety to apply for a separate liquor license.

The liquor license application also requires approval from the Michigan Liquor Control Commission following City Council approval.

Name of non-profit organization applying for the liquor license?

Contact Name: _____

Phone Number: _____

STREET & PARKING LOT CLOSURES

Please complete this section if you are requesting street closures or use of City parking lots. List the streets/parking lots you are requesting to close. Include the required map with your application, identifying street and parking lot closures.

STREET/PARKING LOT TO BE CLOSED	FROM WHICH INTERSECTION/LOCATION	TO WHICH INTERSECTION
Example - Harbor Drive	Columbus	Franklin

To help ensure the safety of event participants and the public, street closures require the following:

- **Barricades:** Street closures generally require barricades, which the City provides. The number of barricades will be determined by Public Safety, and a fee will be assessed to the applicant. **Barricades are to be set up by the event organizer.**
- **Race Routes:** Organizers must use the City's pre-approved route and mark the route with the City's race route signs.
- **No Parking Signage:** "No parking" signs must be posted 24 hours before an event for Public Safety to enforce the No Parking Order. If the areas you are requesting to use contain accessible parking spaces, those spaces must be replaced at a nearby location.
- **Notification of Affected Parties:** Applicant must notify property owners along the street closure route of the date and time of street closures. You can do this by delivering a notice in person or by mailing a notice to the property owner. **The Special Events and Project Manager can provide you with the names and addresses of property owners along your route for mailing purposes.**

LIABILITY INSURANCE

Liability insurance naming the City of Grand Haven as additional insured is required for all events. You may contact an insurance agent of your choice to obtain liability insurance coverage. Please inform your insurance agent that the wording on the certificate must read: The City of Grand Haven, as additional insured in the amount of \$1,000,000 per occurrence 519 Washington Avenue Grand Haven, MI 49417

An acceptable certificate of insurance must be submitted no later than **14 days** before the event date.

Name of Insurance Company/Agent: _____
Phone Number of Company/Agent: _____

SPECIAL EVENT FEES

Submit the special event and park application fees with completed application. Applications will not be processed without the application fee being paid. A cost estimate of event fees will be provided upon staff review of application. See current fee schedule for additional fees and current rates.

To Be Completed by Applicant	City of Grand Haven Resident and Non-Profit Discount
<input type="checkbox"/> Resident/Non-Profit Application Fee, \$100	<ul style="list-style-type: none"> • Residents and non-profits within the City of Grand Haven (COGH) are eligible for up to \$500 in discounted fees. • Non-profits outside the COGH are eligible for up to \$250 in discounted fees. • Discounts only apply to facility, park, and public space rental fees (not incidental costs). • Discounts are subject to approval and current special event policy.
<input type="checkbox"/> Non-Resident/Profit Application Fee, \$150	
<input type="checkbox"/> Park Permit Application, \$35	
<input type="checkbox"/> Duncan Park Application, \$25	
I am requesting the maximum allowable discount (Initial Here): _____	

REQUIREMENTS OF THE SPECIAL EVENT

- Applicant will comply with all rules and regulations of the City of Grand Haven Special Event Policy.
- Applicant shall comply with all City of Grand Haven Ordinances.
- The applicant organization will hold the City of Grand Haven harmless from all claims.
- Event grounds will be left clean and free of litter. Failure of the applicant to satisfactorily clean the site may result in the City cleaning the site and billing the applicant for its services.
- The City reserves the right to deny changes to the application once final approval is given.
- Failure to provide any requested information promptly or providing false information may result in denial or revocation of the Special Event Permit.
- Your completed application will be routed to all necessary departments by the Special Events and Project Manager for their recommendation to City Council.

Failure to comply with any requirements of the Special Event Permit may result in the forfeiture of your deposit, the cancellation of the event, and/or the denial of future event requests.

With my signature, I certify that I have read and agree to the City of Grand Haven Special Events Policy and all items listed in this application. I agree to abide by all applicable City of Grand Haven ordinances and regulations.

Signature

Date



APPLICATION FOR PARK USE PERMIT

APPLICATION FEE \$35.00 -PAID:

FORM MUST BE SUBMITTED SIX (6) WEEKS PRIOR TO REQUESTED DATE

APPLICANT / SPONSORING ORGANIZATION INFORMATION

Applicant Name: _____

Sponsor Organization: _____ Contact Person: _____

Non-Profit Federal ID Number (if applicable): _____

Address: _____

Street

City

State

Zip

_____(_____) _____
Daytime Phone Email Address

EVENT INFORMATION

Event Name: _____

Event Location: _____

Date(s) of Event: _____ Set Up Time: _____

Activity Start Time: _____ Activity End Time: _____

Description of Type of Event: (concert, picnic, wedding, etc.): _____

Estimated Number of Persons Attending: _____

ALL QUESTIONS MUST BE ANSWERED OR APPLICATION WILL NOT BE ACCEPTED

GENERAL PUBLIC USE: This is a public park and use of this park and its fixtures (i.e. grill, cables) is not exclusive to the applicant and shall remain open to the general public. The Special Events and Project Manager will work with you in seeking approval from the various Boards and Departments, and final approval from the City Council for you to obtain a permit for your Special Event. Contact the Department of Public Works for the current fee schedule. Rental of a City Park for weddings, reunions, family gathering etc. will be handled by the Community Affairs Manager.

ALCOHOLIC BEVERAGES ARE PROHIBITED: The City Ordinance does not allow alcoholic beverages in any City park. The applicant is responsible to ensure that alcoholic beverages are not served as part of the event. Sec.5-12

INSURANCE CERTIFICATE REQUIRED (excluding weddings): A Certificate of Insurance for Comprehensive General Liability and Property Damage in the amount of \$1,000,000.00 naming the City of Grand Haven as the additional insured is required per occurrence. The Certificate of Insurance must be submitted with the application.

PROOF OF INSURANCE ATTACHED: Yes No

SELLING/FUNDRAISING:

Will any selling/fundraising occur? Yes No

If yes, also fill out the appropriate attached vendor sheets for Food Service Information (page 5). **No fee may be charged for the event or items sold associated with this event unless formal City Council approval and proof of insurance is obtained.**

SPONSORSHIP/BANNER/SIGNS:

Will any sponsorship occur? Yes No

Will any signs or banners be used? Yes No

If yes, banners must be 2' x 7', and will be placed by city staff at approved locations. All signs and banners must be approved brought to the Department of Public Works. A fee is required to hang all street banners see current fee schedule for rate. Banners will be removed and must be picked up after the event.

TENTS/CANOPIES:

Will any temporary structures be used? Yes No

If yes, please list the number of tents, sizes and location of each: _____

No tents or other temporary structures are allowed in any City Park without written approval of the Director of Public Works. Refer to the procedures described in Sec.3-C of the "Policy for City Park and Public Land Use" for the requirements. **Absolutely no stakes or poles in the ground are to be used in erecting tents. A diagram of the event layout must be included.**

EQUIPMENT/MATERIALS USED:

Will any equipment (chairs, tables, PA system, stage, platform, portable toilets or any other items) be set up in the Park? Yes No

If yes, please provide a list of the equipment and sizes that you are requesting approval for and set up location. No equipment or other fixtures are allowed in any City Park without approval of the Director of Public Works. Portable toilets and trash receptacles are required for large events as described in Sec.13-G of the "Policy for City Park and Public Land Use". If there will be amplified sound at the event, fill out the s. The applicant must follow the procedures described in the "Policy for City Park and Public Land Use" Insurance section 11 and Equipment and Signs Sec. 13-A.

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CLEANUP/DAMAGE: The applicant is responsible for any cleanup following this event and any damage done to City property. If the grounds are not satisfactory and trash receptacles not removed, the City of Grand Haven will bill you for services following the event. Grounds must be cleaned immediately following the close of the event. Refer to section 13-b in the "Policy for City Park and Public Land Use".

It is prohibited to use paint as markers for an event. If tape is used it must be completely pulled up immediately following the event. If we find a violation of the rule there will be a \$100 damage fee.

VIOLATIONS: Any violations may cause further applications to be denied. Refer to sections 17 and 18 in the "Policy for City Park and Public Land Use".

The undersigned declares and says he/she wishes to be permitted to perform the operation, service or act hereon and that the statements are true and correct to the best of his/her knowledge and belief, will comply with all provisions of the "Policy for City Park and Public Land Use" and the ordinances of the City of Grand Haven relative to the operation, service or act for which the permit is requested and agrees to hold the City of Grand Haven free and harmless from all liability which may be imposed upon it and to reimburse the City of Grand Haven for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the operation, service or act for which the permit was issued.

Signature of Applicant: _____

Date: _____

Payment can be made online at www.grandhaven.org, or mail a check with the application to the following address:

For Special Events Contact:
City of Grand Haven
Attn: Dana Kollewehr
519 Washington
Grand Haven, MI 49417
specialevents@grandhaven.org
Office: 616.847.3493

For General Park Rentals (weddings, reunions, baby showers etc) contact:
City of Grand Haven
Attn: Char Seise
421 Columbus
Grand Haven, MI 49417
cseise@grandhaven.org
Office: 616.842.2550



THE CITY OF GRAND HAVEN
519 Washington Avenue
Grand Haven, MI 49417-1486
www.grandhaven.org
(616) 842-3210

TO: Ashley Latsch - City Manager
CC: Derek Gajdos - Public Works Director
Maria Boersma – City Clerk
FROM: Timothy Price – Assistant City Manager
Date: April 12, 2024
SUBJECT: Tree Planting RFP responses and contract

The City submitted an RFP for Tree Planting services on March 26, 2024 with a response date of April 10, 2024. We received six (6) responses:

- Lakeshore Property Services - \$19,152.40
- Trees of Field, LLC - \$25,500.00
- Mattson Landscaping - \$35,140.00
- Greg Davis Landscape Services - \$42,500.00
- Twin Lakes Nursery - \$49,130.00
- Building Bridges Professional Services - \$55,250.00

The low bid (Lakeshore Property Services) has done work with the City before. Due to availability they requested some substitutions for the trees that the City originally requested on the original RFP, but the Director of Public Works confirmed that the Trees that were requested for substitution were on the City's approved Tree list.

**CITY OF GRAND HAVEN
CONTRACTOR SERVICES AGREEMENT**

This Agreement is made as of **April 23, 2024** between the City of Grand Haven, a Michigan Municipal Corporation, the address of which is 519 Washington Street, Grand Haven, Michigan 49417, Attn: City Manager (the “City”), and Lakeshore Property Services the address of which is 14324 172nd Ave., Grand Haven, MI 49417, (the “Contractor”).

RECITALS

- A. The City wishes to provide for **Tree Planting 2024**. (The “Project”).
- B. To complete the Project, the City requires the services of a contractor to provide the necessary labor, materials, and equipment for the supply and planting of 100 trees as specified in the Invitation to Bid, Conditions of Contract, Blueprints, General Conditions and Specifications attached as Exhibit A and incorporated by reference.
- C. The Contractor’s proposal to provide such services is attached as Exhibit B and incorporated by reference.
- D. The City Council, by its action at a meeting held **April 22, 2024** selected the Contractor to complete the Project.

AGREEMENT

In exchange for the consideration in and referred by this Agreement the parties agree as follows.

**ARTICLE I
CONTRACTOR’S RESPONSIBILITIES**

- 1.1 **Basic Services, Materials and Equipment**. The Contractor shall provide the following services, materials and equipment.
 - (a) All labor, materials, supplies, tools, equipment, process and other services necessary for the complete construction of the Project described in this Agreement, the Invitation to Bid, Conditions of Contract, General Conditions and Specifications attached to Exhibit “A”, and incorporated by reference, to the approval and complete satisfaction of the City.
 - (b) Any labor, material, supplies, tools, equipment, process or other service which may have been unintentionally omitted from the description of work but which is clearly necessary for the proper completion of the Project in a workmanlike manner, shall be furnished by the Contractor as if it had been specified in the scope of work for the Project.

- (c) Any work and materials rejected by City or its engineer as failing to comply with this Agreement shall be promptly removed and replaced by the Contractor to bring it into compliance. This work shall be done at the expense of the Contractor without cost to the City and shall include making good all work of others destroyed or damaged by removal and replacement.
 - (d) Provide cost information for any proposed change orders requested by the City. All change orders shall require the signature of the City, the engineer and the Contractor. Minor changes in work or materials not involving an increase in the overall cost of the project or extension of construction time, may be authorized by the City Manager. Other changes will require City Council approval.
- 1.2 Additional Services. The Contractor will perform services in addition to those detailed in section 1.1 of this Agreement only when requested in writing by the City.
- 1.3 Termination. Should the Contractor fail to satisfactorily perform any of its duties and obligations under this Agreement and the attached Exhibit “A”, in a timely fashion, the City may, upon thirty (30) days written notice, terminate this Agreement.
- 1.4 Insurance. The Contractor shall, before it commences any work under this agreement, file proofs of insurance as required by the documents attached as Exhibit A and described in Recital B above.

**ARTICLE II
PHASES FOR COMMENCEMENT AND COMPLETION**

- 2.1 Phases. The project shall be commenced and completed per the Invitation to Bid Conditions of Contract, General Conditions and Specifications dated **March 26, 2024** attached as Exhibit A.
- 2.2 Commencement and Completion. Work shall commence and not be interrupted until completion on or before **May 24, 2024**.

**ARTICLE III
COMPENSATION AND PAYMENT**

- 3.1 Compensation. The City shall pay the Contractor the sum of **\$19,152.40** as provided for by in the Contractor’s proposal attached as Exhibit B, for the services performed under section 1.1 of this Agreement. Additional services as defined in section 1.2 of this Agreement will be performed for a fee agreed upon in writing prior to the performance of such services.
- 3.2 Billing and Payment. The Contractor will submit monthly invoices to the City for a Pro rata amount of the completed work. All payments unless reasonably disputed within thirty (30) business days of the City’s receipt of the invoice, shall be paid within forty-five (45) days of the City’s receipt of the invoice. Provided that, ten

percent (10%) of each invoice amount shall be retained by the City until the Project is complete to the City's reasonable satisfaction.

- 3.3 Liens. The Contractor, its agents, or sub-contractors shall not place any lien upon any City property or any of its building, improvements, fixtures or appurtenances, or any other City property with first securing a valid judgement against the City.

ARTICLE IV MISCELLANEOUS

- 4.1 Notices. Any notice or other communication to be given under this Agreement shall be personally delivered or mailed by prepaid certified mail, return receipt requested, to the addresses first written above, or delivered to the contact persons for either party.
- 4.2 Governing Law. This Agreement has been executed and delivered in, and shall be interpreted and enforced under the laws of the State of Michigan. To the extent permitted by law, the state courts of Ottawa County, Michigan shall be the jurisdiction and venue for any litigation or other proceeding between the parties that may be brought by reason of this Agreement.
- 4.3 Waiver of Breach. Neither party's waiver of a breach of any provision of this Agreement shall not operate as, or be construed to be, a waiver of any subsequent breach of the same or another provision.
- 4.4 Enforcement. If either party takes legal action to enforce this Agreement, the prevailing party shall be entitled to recover its actual, reasonable costs of such action, including, without limitation, actual, reasonable attorney's fees.
- 4.5 Headings. The headings in this Agreement are for reference purposes and shall not affect the meaning or interpretation of this Agreement.
- 4.6 Entire Agreement. This Agreement supersedes all previous or contemporaneous agreements between the parties and constitutes the entire Agreement between the parties relating to its subject matter, except for the Invitation to Bid, Conditions of Contract, General Conditions and Specifications attached as Exhibit A and the Proposal attached as Exhibit B, both of which are incorporated by reference. No other oral statements or prior or contemporaneous written material not specifically incorporated in this Agreement shall have any effect and no changes or additions to this Agreement shall be effective unless made in writing and signed by the parties. In entering into to this Agreement, the parties are relying solely upon the representations and agreements in this Agreement and no others.
- 4.7 Conflicts. In case of any conflict between this Agreement and its Exhibits, the terms of this Agreement shall control. In case of any conflict between the Invitation to Bid, Conditions of Contract, General Conditions and Specifications attached as Exhibit A and the Proposal attached as Exhibit B, the terms of the Invitation to Bid,

conditions of contract, General Conditions and Specifications attached as Exhibit A shall control.

The parties have executed this Agreement as of the date first written above.

WITNESSES:

THE CITY OF GRAND HAVEN:

By: _____
Robert Monetza, Mayor

By: _____
Maria Boersma, City Clerk

THE CONTRACTOR:

By: _____

By: _____

March 26, 2024 PROPOSAL FORM

Ms. Maria Boersma, City Clerk
 519 Washington Avenue
 Grand Haven, Michigan 49417

4/8/2024
 Date

Dear Ms. Boersma:

Completely in accordance with your notice, instructions and specifications for proposal, dated March 26, 2024, we propose to supply and deliver the following 100, 1.5" caliper trees at the net prices quoted below:

Complete Tree Planting of one hundred (100) trees, to the caliper specified Balled and Burlapped:

Qty	Item	Each	Cost
20	American Hornbeam [<i>Carpinus caroliniana</i>]	\$258. ³⁵	\$5167. ⁰⁰
20	London Plane Tree [<i>Platanus x acerifolia</i>]	\$173. ⁶⁴	\$3472. ⁸⁰
20	Ginkgo [<i>Ginkgo Biloba</i>] SUB - Oak-Leaf Mountain Ash	\$173. ⁶⁴	\$3472. ⁸⁰
20	Japanese Zelkova [<i>Zelkova Serrata</i>] SUB - Autumn Brilliance Serviceberry	\$173. ⁶⁴	\$3472. ⁸⁰
20	Greenspire Linden [<i>Tilia Cordata</i>]	\$178. ³⁵	\$3567. ⁰⁰

Proposal Total \$19,152.40

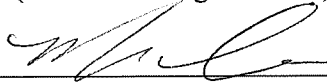
Attached are complete specifications and warranty information on the equipment quoted above. All changes to the specifications are attached. All Federal and State taxes have been deducted and all prices reflect the NET PRICE.

Lakeshore Property Services
 (Bidder's Company Name)

616-414-5353
 (Bidder's Telephone Number)

14324 172nd Ave.
 (Street/Mailing Address)

Grand Haven, MI 49417
 (City/State/Zip)


 (Bidder's Signature)

Marco Gouveia
 (Print Bidder's Name)

March 26, 2024

REQUEST FOR PROPOSALS

NOTICE TO BIDDERS

It is the intent of the City of Grand Haven to contract with a contractor who will supply and plant trees within the City limits per the specifications provided.

Sealed proposals must be received by the City of Grand Haven, 519 Washington Avenue, Grand Haven, Michigan, 49417, Attn: Ms. Maria Boersma, City Clerk, until 10:00 a.m. local time, Wednesday, April 10, 2024, at which time the proposals will be publicly opened and read aloud. Proposals must be submitted on the official proposal form attached. Sealed proposal envelopes must be clearly marked on the outside "Tree Planting - 2024."

Copies of the Requests for Proposals (RFP) that contain the minimum specifications and official proposal forms are available at the City Clerk's office at City Hall, 519 Washington Avenue, Grand Haven, Michigan 49417, at the Department of Public Works office, 1120 Jackson Street (*this is not a mailing address*), or online from the City's Web site: www.grandhaven.org.

Any questions regarding this RFP or the minimum specifications shall be directed to Timothy Price, Assistant City Manager for the City of Grand Haven at 616-847-4888.

The City of Grand Haven reserves the right to reject any or all bids or any parts of the same, to waive any irregularities and to accept any bid in its own best interest.

Timothy Price
Assistant City Manager
City of Grand Haven

March 26, 2024

INSTRUCTIONS TO BIDDERS

1. **SPECIAL CONDITIONS:** Special conditions included in the Bid Document shall take precedence over any provisions stipulated hereunder.
2. **APPLICABLE LAWS:** The revised code of the state of Michigan, Charter of the City of Grand Haven, and all city ordinances insofar as they apply to the laws of competitive bidding, contracts, and the purchases, are made a part hereof.
3. **WORKMEN'S COMPENSATION:** In so far as Workmen's Compensation is concerned, the bidder of contractor agrees to furnish. Upon request, certified copies of policies and adequate certificates pertaining thereto as evidence that bidder carries Workmen's Compensation Insurance.
4. **INFRINGEMENTS AND INDEMNIFICATIONS:** The bidder, if awarded an order or contract, agrees to protect, defend, and save the City harmless against any demand for payment for the use of any patented material, process, article, or device that may enter into the manufacture, construction, or form as part of the work covered by either order or contract and he/she further agrees to indemnify and save the City harmless from suits or actions of every nature and description brought against it, for or on account of any injuries or damages sustained by a party or parties, by or from any of the acts of the contractor, his/her servants, or agents.

To this extent the bidder or contractor agrees to furnish adequate Public Liability and Property Damage Insurance, the amounts of which will be determined by the City whenever such insurance is deemed necessary, when so required the types and amounts of insurance to be provided will be set forth in the Bid Document.

5. **DEFAULT PROVISIONS:** In case of default by the bidder or contractor, the City of Grand Haven may procure the articles of services from other sources and hold the bidder or contractor responsible for any excess costs occasioned thereby.

In case of an error by the bidder in making up a proposal, the City Manager may reject such a proposal upon presentation of a petition accompanied by a sworn affidavit of error which sets forth the error, the cause thereof and sufficient evidence to substantiate the claim.

6. **PRICING:** Prices should be stated in units of quantity specified in the Bid Document. In case of discrepancy in computing the amount of the bid the unit prices quoted will govern.
7. **QUANTITIES:** When approximate quantities are stated, the City reserves the right to increase or decrease the quantity as best fits its needs.
8. **DELIVERY:** Quotations should include all charges for delivery, packing, crating, containers, etc. Unless otherwise stated by the bidder prices quoted will be considered as being based on delivery to the destination designated in the Bid Document and to include all delivery and packing charges.

9. **SPECIFICATIONS:** Unless otherwise stated by the bidder the proposal will be considered as being in strict accordance with the specifications outlined in the Bid Document.

References to a particular trade name, manufacturer's catalog, or model number are made for descriptive purposes to guide the bidder in interpreting the requirements of the City. They should not be construed as excluding proposals on other types of materials, equipment and supplies. However, the bidder, if awarded, a contract will be required to furnish the particular item referred to in the specifications or description unless a departure or substitution is clearly noted and described in the proposal.

10. **SAMPLES:** Samples, when requested, shall be filed prior to the opening of bids and must be furnished free of expense to the City and if not destroyed, will upon request be returned at the bidder's expense.
11. **TAXES:** Contractor shall include and be deemed to have included in his bid and contract price Michigan State Sales and Use Taxes currently imposed by Legislative enactment and as administered by the Michigan Department Treasury, Revenue Division, on the bid date. If the Contractor is not required to pay or bear the burden, or obtains a refund or drawback in whole or in part of any Michigan Sales or Use Tax, interest or penalty thereon, which was required to be and was deemed to have been included in the bid and contract price, the contract price shall be reduced by the amount thereof and the amount of such reduction, whether as a refund or otherwise, shall endure solely to the benefit of the City of Grand Haven.
12. **BID INFORMALITIES AND REJECTION:** The City reserves the right to waive any nonconformity, irregularity or informalities in any bid, to negotiate with the selected bidder and to award the bid in its determination of its best interest.
13. **AWARD:** Unless otherwise specified in the Bid Document the City reserves the right to accept or reject any item in the bid. Unless otherwise stated in the Bid Document, bidders may submit proposals on any item or group of items, provided however that the unit prices are shown as requested.

As soon as the Award is made, an order or contract documents will be sent to the successful bidder for execution and bond if necessary. If the contracts are not executed and returned to the Purchasing Agent within 10 days of the date of sending, the Bid Survey, if required, will be declared forfeited as liquidated damages.

14. **PAYMENTS:** Partial payments may be made upon presentation of a properly executed claim voucher, unless otherwise stated in the Bid Document. The final payment will be made by the City when the materials, supplies or equipment have been fully delivered and accepted or the work completed to the full satisfaction of the City.
- a) A minimum 10% retainer shall be held by the City pending satisfactory completion of the scope and/or expiration of the warranty period.
 - b) Increases in contract cost shall be approved in writing, prior to excess expense being incurred. Approval of increases may require formal action by City Council.

15. **BIDDER'S SIGNATURE:** Each proposal and bid surety form must be signed by the bidder with his usual signature. All signatures should be in full.

Bids by partnership must be signed by one or more of the partners in the following manner: "John Jones and James Smith, D.B.A., Smith-Jones Company, by John Jones, a partner".

Bids by corporations must be signed with the names of the corporation, followed by the signature and designation of the president, vice-president, or person authorized to bind it in the matter.

16. **SUBMISSION AND RECEIPT OF BIDS:** Inquires involving an expenditure exceeding the limits established in the City Charter usually require advertising over a period of at least 5 days prior to scheduled bid opening. Proposals of the nature are publicly read at 10 o'clock AM (unless otherwise noted) on the date bids are scheduled to be received.

- a) Proposals, to receive consideration, must be received prior to the specified time of opening and reading as designated in the invitation.
- b) Bidder must use the bid document proposal forms furnished by the City as none other may be accepted.*
- c) Proposal forms must be returned intact.*
- d) Removal of any thereof may invalidate the bid.*
- e) Specifications and plans referred to in this bid document by reference only, need not be returned with the bid, however, no excision of material physically incorporated in the bid document will be permitted.
- f) Bids are to be submitted in sealed envelopes and identified as requested in the specifications.
- g) Separate proposals must be submitted on each reference number and proposals shall be typewritten or written in ink.
- h) Proposals having any erasures or corrections thereon may be rejected unless explained or noted over the signature of the bidder.

17. **INTERPRETATION OF BID AND/OR CONTRACT DOCUMENTS:** No oral interpretation will be made to any bidder as to the meaning of the bid and/or Contract Documents or any part thereof. Every request for such an interpretation shall be made in writing to the City of Grand Haven. Any inquiry received within a reasonable time prior to the date fixed for the opening of bids will be given consideration. Every interpretation made to a bidder will be on file in the Clerk's office of the City of Grand Haven.

18. **CHANGES AND ADDENDA TO BID DOCUMENTS:** Each change or addenda issued in relation to this bid document will be on file in the Clerk's Office of the City of Grand Haven. In addition, to the extent possible, copies will be mailed to each person registered as having received a set of the bid documents.

It shall be the bidder's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all bidders shall be bound by such changes or addenda. Information on all changes or addenda issued will be available at the office of the City Purchasing Agent.

IF BID SURETY IS REQUESTED ON PROPOSAL FORM, PLEASE OBSERVE THE FOLLOWING:

19. **BID SURETY:** All Proposals must be accompanied by the bid bond, deposit of cash, certified check, bank cashier's or bank official's check, drawn on a solvent bank payable to the Treasure of the City of Grand Haven in the amount determined by the City as stated in the Proposal Form, as a guarantee that if the bid is accepted a contract will be entered into.

- a) The City will determine the sufficiency of the surety.
- b) The bid bond should be executed by an authorized surety, guaranty, or trust company.
- c) If corporate surety is given, the surety or guaranty company should indicate the bond in the State in which it is incorporated. A certificate of authority authorizing the "attorney-in-fact" to sign the bond, should accompany the Bid Document unless the certificate is on file in the Office of the City Purchasing Agent.
- d) The surety signature should be witnessed.

20. **SURETY:** The successful bidder may be required to furnish a bond or certified check on a solvent bank, payable to the Treasurer of the City of Grand Haven in the amount stated in the Proposal Form as a guarantee for the faithful performance of the contract. At a minimum a 10% retainer shall be held by the City pending satisfactory completion of the scope and/or expiration of the warranty period.

21. **INSURANCE REQUIREMENTS:** The Contractor will secure and maintain insurance during the term of the contract from an insurance company authorized to do business in the State of Michigan that will protect contractors and subcontractors and the City from all liability (public liability, personal injury and property damage) claims which may arise from operations under the contract. The Contractor may not start work until evidence of all required insurance has been submitted and approved by the City. The contractor must cease work if any of the required insurance is canceled or expires. Three (3) copies of certificates of insurance shall be submitted to be approved by the City prior to the execution of the contract. The Certificate shall specifically name the City as an additional insured party. The certificates must contain the agreement of the insurance company notifying the City in writing ten (10) days prior to any cancellation or material alteration of the policy. The Contractor shall not allow any work under the contract to be performed by a subcontractor unless evidence of similar insurance covering the activities of the subcontractor is submitted to and approved by the City. The limits of insurance shall not be less than the following:

A. Workers Compensation Insurance in the amount required by Michigan Law.

B. General Liability:

Bodily Injury and Property Damage combined

Each Occurrence \$1,000,000.00

Aggregate \$1,000,000.00

Personal Injury \$1,000,000.00

C. Automobile Insurance for Vehicles

Bodily Injury Each Person	\$1,000,000.00
Bodily Injury Each Accident	\$1,000,000.00
Property Damage Each Accident	\$1,000,000.00

22. **REFERENCES:** Please list three (3) references (Municipal Government) wherein your company has provided a trees and tree planting services proposed for the City of Grand Haven. Failure to list references may result in your company being disqualified.

CITY	ADDRESS	CONTACT PERSON	TELEPHONE NUMBER
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____

NOTE

Previous experience and performance may be a factor in making the award.

TREE PURCHASE AND PLANTING SPECIFICATIONS

1) Scope

- A. Provide to the City of Grand Haven trees and tree planting service within the city limits and the designated locations chosen by City staff.
- B. These specifications, including drawings and plant materials lists, apply to those items necessary for and incidental to the execution and completion of planting as indicated herein.
- C. All labor, supervision, equipment, materials, and supplies necessary for the execution of the work shall be provided for by the Contractor at no additional cost to the City of Grand Haven.
- D. Reasonable care shall be exercised during excavation, planting, filling, grading, and cleanup, to protect from damage all existing trees, shrubs, and other specified vegetation, and other site features, improvements, structures, and utilities.

2) Applicable Specifications and Standards

- A. *American Standard for Nursery Stock, ANSI Z60.1.* current edition. American Nursery and Landscape Association, 1000 Vermont Ave. NW, Suite 300, Washington, D.C.20005
- B. *Index of Garden Plants: The New Royal Horticultural Society Dictionary.* By Mark Griffiths. 1994. Timber Press, Inc. Portland OR.
- C. *American National Standard for Tree Care Operations, ANSI A300* -most current edition. International Society of Arboriculture, PO Box 3129, Champaign IL 61826-3129.

3) **Planting Season**

- A. Planting shall be done between April 16 and May 24, 2024.
- B. If special conditions exist that warrant a variance in the above planting dates, a written request shall be submitted by the Contractor to the City of Grand Haven stating the special conditions and the proposed variance. Permission for the variance will be granted at the discretion of the City of Grand Haven.

4) **Materials**

- A. A complete list of plants, including a schedule of quantities, sizes, and other requirements is included. In the event that discrepancies occur between quantities of plants indicated in the Plant List, and as indicated on the Drawings, the plant quantities indicated on the Drawings shall govern.

The Contractor shall furnish a written list of the proposed sources of nursery stock. Such a list shall be furnished with completed bid documents. Such list may not be added to or altered without the consent of the Purchaser.

All plant material shall conform to *American Standard for Nursery Stock*. Plants shall be true to species and variety specified and nursery grown in accordance with good horticultural practices under climatic conditions similar to those in the locality of the project for at least 2 years. They shall have been freshly dug (during the most recent favorable harvest season). Plants shall be so trained in development and appearance as to be unquestionably superior in form, compactness, and symmetry. They shall be sound, healthy, vigorous, well branched and densely foliated when in leaf, and free of disease and insect adults eggs, pupae or larvae. They shall have healthy, well-developed root systems and shall be free from physical damage or other conditions that would prevent thriving growth.

Trees with multiple leaders, unless specified, will be rejected. Trees with a damaged, cut, or crooked leader, included bark, abrasion of bark, sunscald, disfiguring knots, insect damage, mold, prematurely opened buds, or cuts of limbs over 3/4 inch (2 cm) diameter that are not completely callused are cause for rejection.

Balled and burlapped plants shall be dug with solid balls of standard size, the balls securely wrapped with non-synthetic, untreated, biodegradable burlap, and tightly bound with non-synthetic, biodegradable rope or twine. Alternatively they may be placed in wire basket lined with non-synthetic, untreated, biodegradable burlap and tightly bound with non-synthetic, biodegradable rope or twine. Root collar shall be apparent at surface of ball. Bare root plants shall have a healthy, well branched root system characteristic of the species and with adequate spread. Containerized plants shall be well established in the container with a root system sufficiently developed to retain its shape and hold together when removed from the container. Plants shall not be pot bound, nor have kinked, circling, or bent roots. Root collar shall be apparent at surface of ball.

Plants shall conform to the measurements specified, except that plants larger than those specified may be used if approved by the Purchaser. Use of larger plants shall not increase the contract price nor allow the Contractor to use smaller than specified material on other plants. If larger plants are approved, the root ball, root spread, or container shall be increased in proportion to the size of the plant.

Caliper measurements shall be taken on the trunk 6 inches (15 cm) above the root collar for trees up to 4 inches (10 cm) in caliper, and 12 inches (30 cm) above the root collar for trees over 4 inches (10 cm) in caliper. Height and spread dimensions specified refer to the main body of the plant and not from branch tip to branch tip. Plants shall be measured when branches are in their normal position. If a range of size is given, no plant shall be less than the minimum size,

and no less than 50 percent of the plants shall be as large as the maximum size specified. Plants that meet measurements but do not possess a normal balance between height and spread shall be rejected.

Substitutions of plant materials will not be permitted unless authorized in writing by the Purchaser. If proof is submitted, substantiated in writing, that a plant specified is not obtainable, consideration will be given to the nearest available size or similar variety, with a corresponding adjustment of the contract price.

- B. All plants shall be labeled by size and scientific plant name as listed in the current edition of ***Index of Garden Plants***. Labels shall be attached securely to all plants, bundles, and containers of plant materials when delivered. Plant labels shall be durable and legible, with information given in weather-resistant ink or embossed process lettering.
- C. Mulching material shall consist of aged or composted wood chips or shredded bark and shall be free of material injurious to plant growth. Wood chips shall be 1/8 inch nominal thickness with at least 50 percent having an area of not less than 1 square inch and no piece having an area of more than 6 square inches.
- D. Water shall be provided by the City of Grand Haven and be suitable for irrigation and free from ingredients harmful to plant life.
- E. Trunk wrapping material, if specified, shall be perforated drainage tubing or similar material approved by the Purchaser, large enough in diameter to prevent abrasion of the trunk and to allow air circulation between the tubing and the trunk.
- F. Guying and staking materials shall be as follows. Stakes shall be 6' to 8' long sections of unflanged metal or 2" x 2" hardwood. Support ties shall be 2" or wider bands of polypropylene, or elasticized or webbed strapping. Ground anchors shall be arrowhead shaped earth anchors of malleable iron castings, aluminum castings, or stamped steel, wooden anchors may also be used.

5) Certification

- A. All plant materials, shipments, and deliveries shall comply with state and federal laws and regulations governing the inspection, shipping, selling, and handling of plant stock. A certificate of inspection, or a copy thereof, for injurious insects, plant diseases, and other plant pests shall accompany each shipment or delivery of plant material. The certificate shall bear the name and address of the source of the stock.

6) Selection and Tagging

- A. Plants shall be inspected upon delivery, and the City of Grand Haven reserves the right to reject any plants that do not meet the standards or that have been damaged during shipment. Such approval shall not impair the right of inspection and rejection during progress of the work.
- B. A Contractor's representative shall be present at all inspections.
- C. The Purchaser shall be the sole judge of acceptability of stock at any time during the course of this contract.

7) Digging and Handling Plant Materials

- A. Plants to be balled-and-burlapped shall be dug with firm, natural balls of earth of diameter not less than that recommended in the current edition of ***American Standard for Nursery Stock***, and of sufficient depth to include fibrous and feeding roots. The root collar shall be within the top 2" of the soil ball. Balled and burlapped plants with manufactured balls or balls that are dry, cracked, or broken before or during planting operation will not be accepted.

8) **Transportation and Storage of Plant Material**

- A. Fresh dug material is given preference over plant material held in storage. Plant material held in storage will be rejected if excessive growth or dieback of branches has occurred in storage.
- B. Branches shall be tied with rope or twine only, and in such a manner that no damage will occur to the bark or branches.
- C. During transportation of plant material, the Contractor shall exercise care to prevent injury and drying out of the trees. Should the roots be dried out, large branches broken, balls of earth broken or loosened, or areas of bark torn, the City of Grand Haven may reject the injured tree(s) and order them replaced at no additional cost to the Purchaser.
- D. The root systems of each load of bare root stock sent from the storage facility shall be adequately covered with wet soil, sawdust, wood chips, moss, peat, straw, hay or other acceptable moisture-holding medium, and shall be covered with an open-mesh tarpaulin or canvas. Loads that are not protected in the above manner may be rejected.
- E. Plants must be protected at all times from sun or drying winds; Those that cannot be planted immediately on delivery shall be kept in the shade, well protected with soil covered with wood chips or other acceptable material, and kept well watered. Plants shall not remain unplanted any longer than 3 days after delivery without permission from the purchaser. Plants shall not be bound with wire or rope at any time so as to damage the bark or break branches. Plants shall be lifted and handled with suitable support of the soil ball to avoid damaging it.

9) **Delivery**

- A. Bid prices shall include delivery to the Purchaser's site. Detailed locations shall be provided upon award of contract.
- B. Plant materials shall not be shipped C.O.D., and any shipment so made will be refused by the Purchaser.
- C. The Contractor shall give the Purchaser notice of delivery time 3 to 5 days prior to delivery.

10) **Excavation of Planting Areas**

- A. The City of Grand Haven will stake all planting areas. **The Contractor will notify Miss Digg Hotline to verify location of underground utilities before excavation begins. The Contractor shall be responsible for assuring that utility marking is complete before excavation begins. The Contractor shall be responsible for all damage resulting from neglect or failure to comply with this requirement.**
- B. The Contractor shall excavate planting designated by the City of Grand Haven. Excavation may be done by shovel, backhoe or stump grinder, but a soil auger may not be used. The planting hole shall be 1.5 to 2 times the diameter of the soil ball. The soil pad on which the soil ball or root ball will be placed shall be of undisturbed soil. The depth of the pad shall correspond to the distance from the bottom of the soil ball to the root collar, or slightly less. Glazed planting hole surfaces shall be sufficiently roughened prior to backfilling.
- C. Excavated planting holes that will be left open when work is not in progress or pose an immediate and considerable hazard to pedestrians or vehicles shall be adequately barricaded with appropriate warning devices.
- D. The Contractor shall notify the City of Grand Haven, in writing, of soil conditions or other obstructions the Contractor considers detrimental to tree growth. Such conditions shall be described, as well as suggestions for correcting them. Proper water drainage must be assured.

- E. Where soil conditions or below ground obstructions which cannot be remedied are encountered, the Purchaser shall designate alternate planting locations. The Purchaser shall bear any costs associated with such relocation.

11) Planting Operations

- A. Plants must be protected from excessive vibrations. Plants shall not be thrown or bounced off a truck or loader to the ground. Plants shall not be dragged, lifted, or pulled by the trunk or foliage parts in a manner that will loosen the roots in the ball.
- B. Plants shall be set with the top of the root collar at or slightly above finished grade. Plants must be centered in the hole and set plumb. Plants shall be set so that they will be at the same depth 1 year after planting. Bare root plants shall have their roots spread into a natural position, free of bunching, kinking, or circling. All broken or damaged roots shall be cut back to the point where they are clean and free of rot. No other root pruning shall be done.
- C. For plants in plastic, metal or biodegradable containers, the container shall be removed before planting. If roots are crowded or coiled on the bottom, sides, or surface of the root ball, they shall be gently separated from the edges or surface.
- D. For all plants moved with a tree spade, all holes and cavities between the ball and the surrounding soil shall be filled. Glazed planting hole surfaces shall be sufficiently roughened prior to backfilling. The ball shall be thoroughly soaked with water after planting.
- E. Removal of ropes, strings, wire baskets, burlap, and other wrappings from plants. Once the tree is set and backfilled, any rope, string or twine should be removed from around the trunk. The Contractor will ensure that within 60 days, all ropes, strings, burlap, and other wrappings will have decomposed so as not to restrict growth of trunk and roots. If this has not occurred, the contractor must remove the restricting materials within one week of notification by the purchaser.
- F. Planting holes shall be backfilled with excavated soil. When holes are approximately two-thirds full, they shall be thoroughly watered to eliminate air pockets. After this initial watering, excavated soil shall be installed to the top of the hole and watered. Prevent puddled soil conditions by avoiding compaction once the soil is wet. If burlap and wrappings are not removed they must be covered with soil.
- G. Planting areas shall be finish-graded to conform to drawings after full settlement has occurred.
- H. All plants shall be mulched over the root system with a 3-4-inch layer of aged wood chips or bark immediately after planting. Mulching material shall be pulled back no less than 3" and no more than 6" from the trunk.
- I. Plants shall be thoroughly watered immediately after planting.
- J. All twine, rope, transit guards or wrappings, and plant labels secured around the trunk or branches shall be removed after planting is completed.

12) Guying, Staking, Wrapping, and Pruning

- A. Only those plants designated by the City of Grand Haven shall have trunk protection installed.
- B. The trunk protection shall be secured at the top and bottom of the trunk in a manner so as not to restrict or damage the bark (see specification 4-E). The City of Grand Haven will be responsible for removing trunk protection after a one year period.

- C. **All trees shall be staked and guyed.** Ties made of approved material shall be attached directly to the stakes or may be attached to stakes by wire. In no case shall the wire extend around the tree trunk. Ties should be attached loosely enough to allow a small amount of play in the trunk. For drooping stems, ties shall be placed at the point on the stem at which the top can stand up on its own. Stakes shall be driven outside the root ball. For trees larger than 3" in caliper, use ties attached to 3 guy wires and ground anchors. Ground anchors are to be driven at about a 45-degree angle to the ground and placed at 120-degree intervals around the trunk. Staking and guying shall further conform to the drawings. The Contractor will be responsible for removing all stakes and straps after a one year period. These stakes and straps will remain the property of the Contractor and should be figured into the bid.
- D. Double leaders, dead branches and any branches damaged or broken during the planting process shall be the pruned. This shall be the only pruning allowed at planting. Pruning shall conform to *American National Standard for Tree Care Operations, ANSI A300*.

13) Cleanup

- A. Soil, branches, binding and wrapping material, rejected plants, or other debris resulting from any tree planting shall be promptly cleaned up and removed. The work area shall be kept safe and neat at all times until the cleanup operation is completed. Under no condition shall the accumulation of soil, branches, or other debris be allowed upon a public property in such a manner as to result in a public hazard.

14) Acceptance

- A. The Purchaser shall perform an inspection with the Contractor of all plant material after the original planting to note and correct any discrepancies.
- B. Acceptance of plant material by the Purchaser shall be for general conformity to specified size, character, and quality and shall not relieve the Contractor of responsibility for full conformity to the contract documents, including correct species.
- C. Upon completion and reinspection of all repairs or renewals necessary in the judgment of the Purchaser, the Purchaser shall certify in writing that the work has been accepted. Any plant work so accepted will be paid within 30 days at the contract bid price, unless previously negotiated otherwise.
- D. Work may be accepted in parts when the Purchaser and Contractor deem that practice to be in their mutual interest. Approval must be given in writing by the Purchaser to the Contractor verifying that the work may be completed in parts. Acceptance of work in parts shall not waive any other provision of this contract.

15) Guarantee Period and Replacement

- A. The Contractor shall guarantee all plants to be healthy and in flourishing condition for one year from the date of acceptance.
- B. The Contractor shall remove and replace, without cost, and as soon as weather conditions permit, and within a specified planting period, all plants not in a healthy and flourishing condition as determined by the City of Grand Haven any time during the guarantee period. Replacements shall be subject to all requirements stated in this specification.

- C. The guarantee of all replacement plants shall extend for an additional period of one year from the date of their acceptance after replacement. In the event that a replacement plant is not acceptable during or at the end of the said extended guarantee period, the City of Grand Haven may elect subsequent replacement or credit for that item.
- D. The City of Grand Haven shall be responsible for all maintenance of the trees during the guarantee period.

16) Final Inspection and Acceptance

- A. At the end of the guarantee period and upon written request of the Contractor, the City of Grand Haven shall inspect all guaranteed work for final acceptance. The request shall be received at least 5 working days before the anticipated date for final inspection. Upon completion and re-inspection of all repairs or renewals necessary in the judgment of the Purchaser at that time, the Purchaser shall certify, in writing, that the project has received final acceptance.

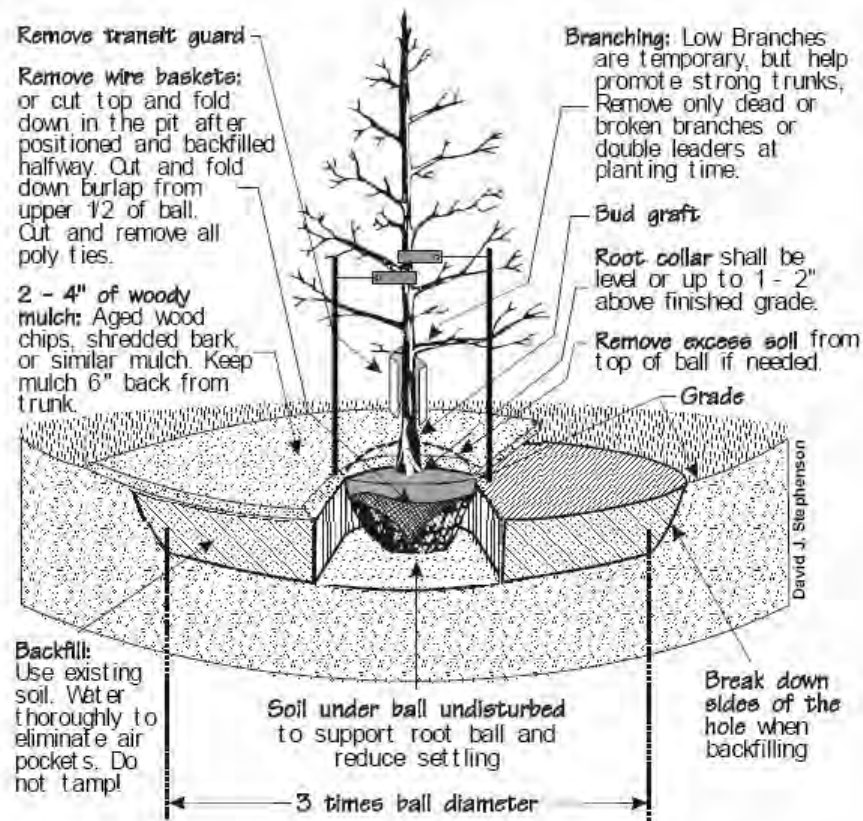
Table 1. Converting a Circular Hole to a Rectangular Planting Space

Tree Caliper	Ball Diameter	Hole Diameter	Hole Area	3' wide Terrace	4' wide Terrace	5' wide Terrace	6' wide Terrace
1"	16"	48"	12 ft ²	3' x 4'	N/A	N/A	N/A
1.5"	20"	60"	20 ft ²	3' x 7'	4' x 5'	N/A	N/A
2"	24"	72"	28 ft ²	3' x 9'	4' x 7'	5' x 5.5'	N/A
2.5"	28"	84"	39 ft ²	3' x 13'	4' x 10'	5' x 8'	6' x 6.5'
3"	32"	96"	50 ft ²	N/R	4' x 12.5'	5' x 10'	6' x 8'

N/R = Not Recommended

N/A = Not Applicable (circular hole fits in given space)

Proper Tree Planting Diagram



Stake only if you have to. Use 2-3"-wide webbing straps and secure to stakes with heavy gauge wire. The wire should be able to stick straight out from the stake and hold the webbing strap up, preventing it from sliding down the tree. Do not stake tightly - trees gain strength from movement. Remove all stakes after one year.

Use of tree wrap is not recommended, as it causes a number of problems for the tree.

March 26, 2024 PROPOSAL FORM

Ms. Maria Boersma, City Clerk
519 Washington Avenue
Grand Haven, Michigan 49417

_____ Date

Dear Ms. Boersma:

Completely in accordance with your notice, instructions and specifications for proposal, dated March 26, 2024, we propose to supply and deliver the following 100, 1.5” caliper trees at the net prices quoted below:

Complete Tree Planting of one hundred (100) trees, to the caliper specified Balled and Burlapped:

Qty	Item	Each	Cost
20	American Hornbeam [<i>Carpinus caroliniana</i>]		
20	London Plane Tree [<i>Platanus x acerifolia</i>]		
20	Ginkgo [<i>Ginkgo Biloba</i>]		
20	Japanese Zelkova [<i>Zelkova Serrata</i>]		
20	Greenspire Linden [<i>Tilia Cordata</i>]		

Proposal Total _____

Attached are complete specifications and warranty information on the equipment quoted above. All changes to the specifications are attached. All Federal and State taxes have been deducted and all prices reflect the NET PRICE.

(Bidder's Company Name)

(Bidder's Telephone Number)

(Street/Mailing Address)

(City/State/Zip)

(Bidder's Signature)

(Print Bidder's Name)

Memorandum

To: Ashley Latsch, City Manager and City Council

From: Amanda Burnett, Human Resources Manager

Date: April 12, 2024

Subject: Division 11 DB Name Change



The SEIU Defined Benefit Group was established to provide retirement benefits to employees of the City of Grand Haven in the SEIU and closed to new members in 2023.

The current name does not accurately reflect the nature or scope of the benefits provided to those within the group.

It is my recommendation to update the name of the defined benefit group Division 11 from SEIU to SEIU AND PRIOR SEIU MEMBERS WHO BECAME NON-UNION ON OR AFTER 5/1/2023.

Further, it should be noted that all references to the defined benefit group's name in official documents, communications, and records of the company be updated accordingly and that the Human Resources department and any other relevant departments or personnel be directed to implement this name change in a timely manner, ensuring clear communication to all employees affected by the change.

Defined Benefit Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The Employer, a participating municipality or participating court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Employer Name _____ **Municipality #:** _____

If new to MERS, please provide your municipality's fiscal year: _____ through _____.
Month Month

II. Effective Date

Check one:

A. If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of _____, 20__.

This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible employee shall be credited as follows (choose one):

- All prior service from date of hire
- Prior service proportional to assets transferred; all service used for vesting
- Prior service and vesting service proportional to assets transferred
- No prior service but grant vesting credit
- No prior service or vesting credit

Link this new division to division number _____ for purposes of determining contributions (Unless otherwise specified, the standard transfer/rehire rules apply)

For divisions that are closing or freezing with or without conversion, the Employer must complete the *Addendum for Plan Freeze, Closure and Conversions*

B. If this is an **amendment** of an existing Adoption Agreement (Defined Benefit division number _____), the effective date shall be the first day of ___/20__ (mm/yy). *Please note:* You only need to mark **changes** to your plan throughout the remainder of this Agreement.

C. If this is a **temporary benefit** (Defined Benefit division number(s) _____), select one of the following:

This is a **temporary Benefit Window** with a duration of 2-6 months. Effective dates are from ___/01/___ through the last day of ___/20__ (mm/yy). Complete provisions as applicable under Section IV of this form.

This is a **temporary Lump Sum Buyout Program** for terminated vested participants with a duration of 6-24 months. Effective dates are from ___/01/___ through the last day of ___/20__ (mm/yy). Payout will reflect ___% (1-100%) of the participant's present value of accrued benefit. For example, if 40% is used, the payout will be 40% of the present value of the benefit. This percentage cannot be changed once adopted.

Defined Benefit Plan Adoption Agreement

- D. If this is to **separate employees from an existing Defined Benefit division** (existing division number(s) _____) into a new division, the effective date shall be the first day of _____, 20____.
- E. If this is to merge division(s) _____ into division(s) _____, the effective date shall be the first of _____, 20____.
- F. If this is an amendment to close Defined Benefit division(s) # _____, with new hires, rehires, and transfers going into an **existing** Defined Benefit division # _____, the effective date shall be _____ (month/year).

Note: Closing this Defined Benefit division(s) will change future invoices to a flat dollar amount instead of a percentage of payroll, as provided in your most recent annual actuarial valuation.

(The amount may be adjusted for any benefit modifications that may have taken place since then).

III. Plan Eligibility

Division Title: _____

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit Plan. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS. Please describe the specific classifications that are eligible for MERS within this division:

(For example: e.g., Full-time employees, Clerical staff, Union Employees participating in XXXX union)

This Division includes **public safety employees** (this information is used for actuarial purposes only. It does not relate to the additional tax for early distribution): Yes No

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than _____ months in total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Part-Time Employees: Those who regularly work fewer than _____ per _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seasonal Employees: Those who are employed for tasks that occur at specific times of the year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voter-Elected Officials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appointed Officials: An official appointed to a voter-elected office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contract Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	
Other 2: _____	<input type="checkbox"/>	<input type="checkbox"/>	

Defined Benefit Plan Adoption Agreement

Probationary Periods (select one):

- Service 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, the employer will not report or provide service. Service will begin to accrue and contributions must be reported when the Probationary Period ends.

The probationary period will be _____ month(s).

Comments:

- Service 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. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an *hours and days* has been previously defined (like 10 seven-hour days), stating "70 hours" will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working) _____ hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer.
- For **contributory divisions**, employee contributions are required where service credit is granted and due at the time of monthly wage and contribution reporting. Employers may use the following formula to calculate employee contributions: the employee's current hourly rate (prior to leave), multiplied by service credit qualification (hours) multiplied by employee contribution. For example, if employees' hourly rate is \$20, the division requires 120 hours to obtain service credit, and employee contributions are 5%, the calculation will look like: $\$20/\text{hour} \times 120 \times .05 = \120 in employee contribution for that leave month. Employers may use another internal formula, if they choose and MERS will make note of it.

If an alternative formula is going to be used, please describe that here:

Defined Benefit Plan Adoption Agreement

Type of Leave	Service Credit Granted	Service Credit Excluded
Short-Term Disability	<input type="checkbox"/>	<input type="checkbox"/>
Long-Term Disability	<input type="checkbox"/>	<input type="checkbox"/>
Workers' Compensation	<input type="checkbox"/>	<input type="checkbox"/>
Unpaid Family Medical Leave Act (FMLA)	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____ For example, sick and accident, administrative, educational, sabbatical, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Other 2: _____ Additional leave types as above	<input type="checkbox"/>	<input type="checkbox"/>

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). Military reporting requires historical wage and contribution reporting for Defined Benefit as applicable.

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation:

- Base Wages
 Box 1 Wages of W-2
 Gross Wages
 Custom Definition

Click here to view details of Base, Box 1, and Gross Wages

(To customize your definition, please complete the [Custom Definition of Compensation Addendum](#).)

V. Valuation-Required Provisions

Valuation Date: _____, 20____

1. Review the valuation results

It is recommended that your MERS representative presents and explains the valuation results to your municipality before adopting. Please choose one:

- Our MERS representative presented and explained the valuation results to the

_____ on _____.
(Board, Finance Cmte, etc.) (mm/dd/yyyy)

- As an authorized representative of this municipality, I _____
(Name)

_____ waive the right for a presentation of the results.
(Title)

This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary that sets contribution rates.

Annually, the MERS actuary will conduct an actuarial valuation to determine the employers' contribution rates. Employers are responsible for payment of said contributions at the rate, in the form and at the time that MERS determines.

Defined Benefit Plan Adoption Agreement

2. **Benefit Multiplier** (1%-2.5%, increments of 0.05%) _____ % (max 80% for multipliers over 2.25%)

Check here if multiplier will be effective for existing active members' future service only (Bridged Benefit as of effective date on page 1)

If checked, select one below:

Termination Final Average Compensation (calculated over the members entire wage history)

Frozen Final Average Compensation (FAC is calculated twice, once for the timeframe that matches the original multiplier, and once for the new multiplier)

3. **Final Average Compensation** (Min 3 yr, increments of 1 yr) _____ years

4. **Vesting** (5 -10 yrs, increments of 1 yr) _____ years

5. **Normal Retirement Age** will be the later of: _____ (any age from 60-70), or the vesting provision selected above (#4).

6. **Required employee contribution** (Increments of 0.01%) _____ %

7. **Unreduced Early Retirement/Service Requirements:**

Age 50 – 54 _____ Service between 25 and 30 years _____

Age 55 – 65 _____ Service between 15 and 30 years _____

Service only (must be any number from 20 – 30 years accrued service): _____

Age + Service Points (total must be from 70 – 90): _____ points

8. **Other**

Surviving Spouse will receive 50% of Straight Life benefit without a reduction to the employees' benefit (also known as an RS50)

Duty death or disability enhancement (add up to additional 10 years of service credit not to exceed 30 years of service)

Deferred Retirement Option Program (DROP) – If selected, complete the following:

• Credited interest rate: _____ % (please select either 0 or 3%)

• The employer, if selected, will delay a Cost of Living Adjustment (COLA) during the DROP period (skip if not applicable): Yes No

• Credited payment percentage will be: _____ % (enter a number from 10-100% in increments of 10%) throughout the duration of the DROP period.

Defined Benefit Plan Adoption Agreement

Annuity Withdrawal Program (AWP)

Calculation of the actuarial equivalent of the lump sum distribution made under AWP will be done using:

- Interest rate for employee contributions as determined by the Retirement Board, or
- MERS' assumed rate of return as of the date of the distribution.

9. Cost-of-Living Adjustment

<input type="checkbox"/> All current retirees as of effective date <input type="checkbox"/> Retirees who retire between ___/01/___ and ___/01/___	<input type="checkbox"/> Future retirees who retire after effective date
Increase of ___% or \$___ per month	Increase of ___% or \$___ per month
Select one: <input type="checkbox"/> Annual automatic increase <input type="checkbox"/> One-time increase	<input type="checkbox"/> Annual automatic increase
Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding	Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding
Employees must be retired ___ months (6-12 months, increments of 1 month)	Employees must be retired ___ months (6-12 months, increments of 1 month)

- Check here if the existing COLA will be bridged for active participants as of the effective date selected on this form. Benefits accrued for service after the effective date will have no COLA increase applied.

10. Service Credit Purchase Estimates are:

- Not permitted
- Permitted

VI. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Defined Benefit Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event of any conflict between the MERS Plan Document and the MERS Defined Benefit Plan Adoption Agreement, the provisions of the Plan Document control.

VII. Modification Of The Terms Of The Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

Defined Benefit Plan Adoption Agreement

VIII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired, and prohibits the use of the Employer's required current service funding to finance unfunded accrued liabilities.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency.
4. The Employer acknowledges that wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference.
5. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended.
6. The Employer acknowledges that changes to the Employer's MERS Defined Benefit Plan must be made in accordance with the MERS Plan Document and applicable law, and agrees that MERS will not administer any such changes unless the MERS Plan Document and applicable law permit same, and MERS is capable of administering same.

IX. Execution

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

The foregoing Adoption Agreement is hereby approved by _____ on
the _____ day of _____, 20____. (Name of Approving Employer)

Authorized signature: _____

Title: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ Signature: _____
(Authorized MERS Signatory)

Attachment C

**City of Grand Haven
Department of Public Works
616-847-3493**



MEMORANDUM

TO: Ashley Latsch – City Manager

CC: Eric Law – NOWS Filtration Plant Manager

FROM: Derek Gajdos - Public Works Director *DG*

DATE: April 15, 2024

SUBJECT: Task Order 015 – PFAS Remedial Investigation Work Plan

As the next step in the remediation process of Harbor Island, HDR is prepared to begin the PFAS Remedial Investigation Work Plan. As outlined in the proposal, HDR will partner with WSP to conduct additional samples in the wetlands, add new “nesting wells” that allow for PFAS samples to be taken at different elevations in the water table.

Information gathered may require additional investigation of an ecological risk assessment (concerning wetland impacts) and will be used to develop the final reporting document to the State Department of Environment Great Lakes and Energy. The cost of the RIWP totals \$59,521.

Therefore, staff recommends City Council authorize HDR of Michigan to begin the activities outlined in Task Order 015, in the not to exceed amount of \$59,521, and authorize the Mayor and City Clerk to execute the necessary documents.



April 1, 2024

Derek Gajdos
Public Works Director
City of Grand Haven
Grand Haven, MI 49417
dgajdos@grandhaven.org

Re: PFAS Remedial Investigation Work Plan
Task Order 15

Dear Derek,

HDR appreciates the opportunity to continue to assist The City of Grand Haven with Grand Haven-Harbor Island Environmental Project (Former JBS Generating Station - Harbor Island). This task order request is for HDR to provide services related to developing a PFAS Remedial Investigation Work Plan for Harbor Island.

Task Order

HDR will continue to partner with WSP and Western Michigan University to develop a PFAS Remedial Investigation Work Plan (RIWP) as a next step to move this site closer to remediation of PFAS.

PART 1.0 PROJECT DESCRIPTION:

As HDR continues to support the City of Grand Haven with environmental-related support, this Task Order 015 will include the following task as a continuation of our services:

Task #	Description
Task 25	PFAS Remedial Investigation Work Plan

PART 2.0 SCOPE OF SERVICES

Task 25 – PFAS Remedial Investigation Work Plan

HDR in partnership with WSP and Western Michigan University proposes to perform the following Scope of Services.

Remedial Investigation Work Plan (RIWP)

As follow-on to the Data Gap Investigation that was conducted in 2022 and 2023, WSP will draft a PFAS RIWP as well as a proposed scope, schedule, and budget to execute the RIWP. The

information gathered from execution of the RIWP will be used to assess potential remedial alternatives. The following items will be planned and detailed in the RIWP (for execution under a future scope of work):

- Limited wetland sediment sampling – This data will be used to evaluate the need for additional investigation to identify areas where sediment may be acting as a secondary source of PFAS in surface water and/or groundwater. This data will also be used to assess the need for an ecological risk assessment.
- Coordination of the installation of nested monitoring wells with HDR – The purpose of the nested wells is to assess vertical groundwater gradients near the Grand River and the South Channel. Note that HDR is designing the nested wells under a separate scope.
- Installation of two permanent monitoring wells in the former locations of vertical aquifer sampling (VAS) locations 07 and 10 - near the groundwater-surface water interface (GSI) of wetlands interior to Harbor Island. The purpose of these wells is to confirm the groundwater sampling results from the two VAS locations.
- Subsurface Utility Exploration (SUE) – The purpose of the SUE is to identify preferential pathways for migration of impacted groundwater to surface water.
- Resample surface water at the SW-06 location that was sampled in May 2023 – This sampling will be conducted to verify previous sampling results.

It is assumed that the RIWP will be reviewed by the City of Grand Haven and the Michigan Department of Environment, Great Lakes, and Energy (EGLE). The RIWP will be revised based on comments provided following these reviews.

The performance and reporting for the Remedial Investigation (RI) field activities will be included in a future task order. The estimated costs for the RI field activities will be developed and provided for planning purposes following the approval of the RIWP by EGLE.

Joint Permit Application

WSP will prepare and submit the EGLE/United States Army Corp of Engineers (USACE) Joint Permit Application (JPA) for applicable land disturbance activities included in the RIWP. It is assumed that a General JPA and associated fees will be required for this work. Fees will be paid directly to EGLE by the City of Grand Haven.

Remedial Investigation Support

Dr. Matt Reeves, Associate Professor, Department of Geological and Environmental Sciences at Western Michigan University will continue to provide support related to PFAS remediation. Reeves will serve as a subconsultant to HDR in the capacity of a PFAS fate and transport expert. In this capacity, Reeves will review work plans for data collection, assist in identifying current

project data gaps, participate in biweekly team meetings, and interface with EGLE and the City of Grand Haven as needed by HDR.

Schedule

It is anticipated that a draft RIWP will be provided to the City of Grand Haven for initial review within three months of the initial kick-off meeting.

Meetings:

- Meetings are included in Task 11 as part of the project bi-weekly meetings.

Deliverables:

- Draft RIWP for the City to Review
- Final RIWP for HDR to Submit to EGLE
- Final RIWP after EGLE Review and Comment

Assumptions:

- HDR assumes that The City of Grand Haven and EGLE will each have one round of review and comment to produce a final RIWP.
- This Work Plan is aimed to develop the needed activities to execute the additional data needed for planning of the remedial investigation. No field work, sampling, laboratory analysis, or installation of monitoring wells are performed in this task.

Project Management

HDR will provide management to initiate, monitor and review technical deliverables for this task. HDR will assign a dedicated Project Manager who will be responsible for the overall execution of this task, including scheduling, coordination with the City and monitoring the scope, schedule, and budget. HDR's Project Manager will update the current Project Management Plan (PMP) to reflect the additional scope, schedule, and budget associated with this task order.

PART 3.0 OWNER'S RESPONSIBILITIES:

- None

PART 4.0 PERIODS OF SERVICE:

HDR anticipates proceeding with the services associated with Task 25 upon authorization of this Task Order 015. HDR anticipates the work to be performed in 2024. A detailed schedule will be provided to the City after the Notice to Proceed.



PART 5.0 ENGINEER’S FEE:

TASK	Hours	Labor	Subs	Expenses	Total
Task 25 PFAS Remedial Investigation Work Plan (RIWP)	104 (HDR)	\$17,928 (HDR)	\$25,201 (WSP) + \$16,392 (WMU)	-	\$59,521

PART 6.0 OTHER

None.

Approval

We appreciate the opportunity to continue this work with the City. If you have questions, please feel free to contact me at 734-332-6405 or Lara.Zawaideh@hdrinc.com.

ENGINEER

(Approval required by all listed below)

CLIENT

(Approval required by authorized signatory)

Lara Zawaideh (Apr 1, 2024 17:12 EDT) 04/01/2024

Project Manager

Date

Authorized Signatory

Date

Lara Zawaideh, PE ENV SP
Associate Vice President | Area Business Development Leader

04/01/2024

Authorized Signatory:

Date

Authorized Signatory

Date

Khaled S. Soubra, PhD, PD, LEED AP
Vice President | Michigan Area Manager



THE CITY OF GRAND HAVEN
519 Washington Avenue
Grand Haven, MI 49417-1486
www.grandhaven.org
(616) 842-3210

TO: Ashley Latsch - City Manager
CC: Derek Gajdos – Director of Public Works
Maria Boersma – City Clerk
FROM: Timothy Price –Assistant City Manager
Date: April 17, 2024
SUBJECT: Updating the Northwest Ottawa County Joint Recreation Plan

This plan is to update our collaborative community-wide recreation plan, *Explore the Grand Region: A Community Parks and Recreation Plan in Northwest Ottawa County, 2020-2024*. Our current plan which was approved in 2019, will expire December 31, 2024.

This update will help us to meet the required criteria of the Michigan Department of Natural Resources Grant Section for Community Recreation Plans and provide eligibility for MDNR grants for the MNRTF, LWCF, Passport, and Marina funding sources as well as any other new initiatives created by the MDNR during the life of the Plan.

This is a joint effort between the City of Grand Haven, the City of Ferrysburg, Grand Haven Charter Township, Spring Lake Township, and the Village of Spring Lake.

March 11, 2024 (Revised)

Gordon Gallagher, Township Manger, Spring Lake Township
Craig Bessinger, City Manager, City of Ferrysburg
Ashley Latsch, City Manager, City of Grand Haven
Bill Cargo, Township Manger, Grand Haven Charter Township
Brady Selner, City Manager, Village of Spring Lake

RE: Proposal for Updating the Northwest Ottawa County Joint Recreation Plan

Thank you for this opportunity to provide a proposal for updating the collaborative community-wide recreation plan, *Explore the Grand Region: A Community Parks and Recreation Plan in Northwest Ottawa County, 2020-2024*. The plan will expire December 31, 2024 for all of the communities. This proposal, like the previous planning effort, is based on services provided to each of the individual communities. Each community will have the ability to contract for services for the plan information specific to the community. The Joint Plan will have a series of services provided to each community. These are common services required to update and create the combine document and the administration of the planning effort.

We understand that the Scope of Services will develop an updated collaborative document for the communities of the City of Ferrysburg, City of Grand Haven, Grand Haven Charter Township, Spring Lake Township, and the Village of Spring Lake. This document will provide a community-wide overview as well as a unified recreation inventory encompassing all the governmental agencies participating. Individual capital development and land acquisition sections will be developed for each community for use in capital development planning and grant writing. This information will provide the foundation for the Plan to meet the required criteria of the Michigan Department of Natural Resources Grant Section for Community Recreation Plans and provide eligibility for MDNR grants for the MNRTF, LWCF, Passport, and Marina funding sources as well as any other new initiatives created by the MDNR during the life of the Plan.

As in the previous Plan, we are anticipating that a Collaborative Committee will be formed with all the communities participating with a representative(s). A group Dropbox file will be set up through our office to aid in the transfer and review of information.

1. Community Specific Services

Community specific services will be services provided for each community specific to their recreational facilities, previous grants, vision and needs.

A. Park and Trail Tours and Inventory

1. Schedule a tour to each of the parks and trails including participants as designated by the Community to attend. If preferred, our office can complete these tasks without local input. Document existing park facilities correlated to the facilities of five years ago.

This will be based on the following known park and trail sites as follows:

Community	Number of Parks	
City of Ferrysburg	07	Park sites and additional trails
City of Grand Haven	23	Park sites and additional trails
Grand Haven Charter Township	10	Park sites and additional trails
Spring Lake Township	07	Park sites and additional trails
Village of Spring Lake Township	10	Park sites and additional trails

2. Based on the tour:

- a. Update the park facilities chart for each community.
- b. Update the consolidated facilities chart for the study region.
- c. Update the individual park inventory sheets for each park site based on facilities identified.
- d. Review and update the ADA/Universal Accessibility of each park site.
- e. Collect any new site master plans for parks from each community.

3. Review and update required MDNR Post Completion Grant Certification Forms. During the park tours evaluate the MDNR post grant projects as documented on the MiGrants website for each of the communities. Take pictures for the required new photos of grant signs and park entrance signs. Complete the following forms and new photo sheets based on previous grants. Provide unsigned forms to each community for signature. Consolidate into a package and upload to the MiGrants site at the time of submitting the Recreation Plan document to the MDNR.

City of Ferrysburg	4 grant forms plus any new since last document.
City of Grand Haven	11 grant forms plus any new since last document.
Grand Haven Charter Twp.	9 grant forms plus any new since last document.
Spring Lake Township	7 grant forms plus any new since last document.
Village of Spring Lake	6 grant forms plus any new since last document.

B. Community Specific Information

Provide each Community with a specific list of data or information required to be included in the document by the MDNR. This will include items such as an Organization Chart, annual budget for parks and recreation, Council/Boards/Committee member names and positions, numbers of staff dedicated to parks, etc. Communities will provide this information for incorporation into the document. The sections for Community Description and Administration will be updated.

C. Meetings

The following meetings are planned to be scheduled with each community. These can be discussed and revised to fit the individual planning efforts of each community. The

meetings include preparation on all materials and handouts for the meeting, facilitation of the discussion, and documentation of information as required that is generated at the meetings.

Joint Recreation Planning Committee	3 meetings
City of Ferrysburg	6 meetings
City of Grand Haven	6 meetings
Grand Haven Charter Township	6 meetings
Spring Lake Township	6 meetings
<u>Village of Spring Lake</u>	<u>6 meetings</u>
	33 meetings

- a. Joint Recreation Planning Committee Meetings. Attend and assist in facilitating meetings at the initial start 0%, 50% after park tours and data gathering, and 90% prior to 30-day public comment period release. The Joint Recreation Planning Committee is suggested to include 1 or 2 members from each of the participating communities and a representative from Ottawa County Parks who has expressed an interest in participating as they have several parks within this regional area. (Ottawa County Parks will not be an official participant community of the plan for adoption).
- b. Initial meeting with staff at each community to review required information from the community, the process, overall thoughts and vision, scheduling of future meetings, timeline, etc.
- c. Park Tour Meeting -discussed and included above in Item a.
- d. Initial meeting with Parks Committee, Commission, or Board to review the process, and schedule, discussion ideas and visions, answer questions, etc. This meeting will also include the review of the proposed public survey questions. Each community can select who this meeting will be held with.
- e. Meet with Staff to review the proposed draft Action Program and any community specific related items.
- f. Meeting with staff and/or Parks Committee, Commission, or Board to discuss and review the proposed Public Survey Data and Action Program including future capital development projects. Each Community can select who this meeting will be held with. If an additional meeting is desired, this can be invoiced on an hourly basis as an additional service.
- g. Meeting with staff and/or Parks Committee Commission, or Board to discuss and review the Draft Plan Document prior to release of the 30-day Comment period. Each Community can select who this meeting will be held with. If an

additional meeting is desired, this can be invoiced on an hourly basis as an additional service.

- h. Attend and provide a PowerPoint presentation at each Community's Board, City Council, or Village Council meeting for the required Public Hearing and Resolution of Adoption.

D. Public Survey by the Frost Center of Hope College

Included in this proposal is the development and implementation of a public survey by the Frost Center of Hope College that provided the public survey services five years ago for the plan to be updated. The new Survey will be completed in a similar fashion by both telephone and electronic responses to provide a broad base of local resident input. The questions will be developed to provide for similar questions and feedback for tracking over time, as well as be set up to provide data specific to each community as well as for the region. The proposal for services to our office is attached for reference.

2. Joint Plan Development Services

The development of the Joint Plan requires administration as well as consolidation of a substantial amount of text, documents, maps, and meeting attendance from each of the communities. As these services are required for the plan, we will provide these as a joint set of services that can be divided up by the communities involved. These services will include the following:

1. Develop a Schedule with key milestone dates for each community submitting materials and PMB providing key services. This is important so that the entire plan can move smoothly through the process.
2. Consolidate and edit the previous document with all the information provided from the five communities in a joint and unified document including layout, font, page numbering, table of contents, cover, and written overview of the planning process as per the MDNR requirements. Collecting, organizing, and inserting public approval process information such as public notices, resolutions, required meeting minutes, etc.
3. Write an executive summary for the plan including updated information.
4. Develop a standardized format for the Action Plans which include the Community specific projects and goals. Consolidate these spreadsheets into a master community wide spreadsheet.
5. Based on the inventory information gathered, update the unified chart of community recreation facilities, as well as updating Ottawa County and Michigan State Park facilities.

6. Based on the inventory information gathered for each of the five communities, update the Regional Community Recreation Map which identifies the locations of the parks within the regional community. Add new parks that have opened since the previous plan. Provide a key with this map that directly ties into the community wide recreation chart with the locations.
7. An additional section will be added to the inventory to include information provided by Ottawa County Parks regarding various planning efforts that have been completed or have been on-going regarding parks, trails, and facilities within the Northwest Ottawa County region. This information is very relevant to all of the participating communities, as well as augments the overall parks and recreation inventory of the region.
8. Each community will be responsible for advertising and having the draft Plan document available for the 30-day public review process. Our office will provide a draft Public Notice for use.
9. Provide a draft Resolution for final adoption of the plan to each community. After adoption, each community will provide signed final meeting minutes of the Public Hearing and adoption, and a certified resolution for inclusion in the Plan Document.
10. Finalize the plan document and incorporate all final materials. Provide the plan document in electronic format to each community for use and posting on websites. If hard copies of the plan are desired, these can be provided as a reimbursable additional expense to the communities.
11. Electronically upload or assist as needed with the Recreation Plan and required materials to the MDNR "MiGrants" website as required for submittal for each of the five communities.

3. Celebration of Plan Completion

Following the submission of the plan, a Regional Community Wide Celebration will be held to share and celebrate the overall planning effort and vision with the five communities. Our office will assist in the coordination of this effort, and provide a PowerPoint presentation for use by presenters. The Communities will share preparation for the event, announcements, hosting, invitations, etc.

Proposed Fee

The percentages utilized in the previous planning effort in 2019 have been applied to the distribution of the fees. These percentages are:

Grand Haven Charter Township	25.0%
Spring Lake Township	25.0%
City of Grand Haven	25.0%
City of Ferrysburg	12.5%
Village of Spring Lake	12.5%

If additional services are desired by any of the communities, these can be added individually with PMB, at a quoted or hourly rate. All fees will be invoiced directly to each Community on a monthly basis. Fees include all time, materials, and expenses.

All Communities will receive PDF documents of the planning document, maps, charts, etc. for public use. Printed copies of the plan can be provided to all communities as a reimbursable expense for the specific number and type of copies desired.

Option 1 As Requested

PM Blough (PMB) and Frost Center of Hope College Survey

Community	% of Fee	PMB Fee	Frost Survey	Totals
Grand Haven Chtr. Twp.	25.0%	\$9,750	\$ 5,175	\$14,925
Spring Lake Township	25.0%	\$9,750	\$ 5,175	\$14,925
City of Grand Haven	25.0%	\$9,750	\$ 5,175	\$14,925
City of Ferrysburg	12.5%	\$4,875	\$ 2,587.50	\$ 7,462.50
Village of Spring Lake	12.5%	\$4,875	\$ 2,587.50	\$ 7,462.50
Totals	100%	\$39,000	\$20,700	\$59,700

Option 2 Alternative Offered*

PM Blough (PMB) and Electronic Only Survey by PMB

Community	% of Fee	PMB Fee	PMB Survey	Totals
Grand Haven Chtr. Twp.	25.0%	\$9,750	\$1,250	\$11,000
Spring Lake Township	25.0%	\$9,750	\$1,250	\$11,000
City of Grand Haven	25.0%	\$9,750	\$1,250	\$11,000
City of Ferrysburg	12.5%	\$4,875	\$ 625	\$ 5,500
Village of Spring Lake	12.5%	\$4,875	\$ 625	\$ 5,500
Totals	100%	\$39,000	\$5,000	\$44,000

*This alternative will provide an “electronically generated” only survey in Survey Monkey format to be created by PMB. Survey will be advertised throughout Community via Communities’ websites, Facebook, postcards, etc. Summary report to be generated and provided to the communities and included within the Plan Document. This option would have less scientific viability and no phone calls as the Frost Survey. Surveys can request community of residency for

input into respondent locations. This survey will fulfill the MDNR requirements for public input for the planning process. All governmental units will need to agree on the same Option to proceed with the planning effort.

Proposed Schedule

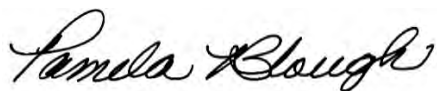
The following schedule is proposed for the process. The Plan must be submitted to the MDNR by February 1, 2025, for eligibility in 2025 for grant applications. Final dates to be confirmed with the Committee.

- April 2024 Approval by each of the five entities to proceed. Determination of Survey Option.
- May 2024 Meet with Committee and each Community. Prepare Survey Questions. Start Data Collection.
- June 2024 Issue Survey, Data and Inventory Collection and Processing, Review Draft Action Plan with Staff.
- July 2024 Meet with Park Committee/Commission/Board to Discuss Action Plan. Review Survey Data. Develop Draft Document.
- August 2024 Finalize Draft Document.
- Sept. 2024 Meet with Park Committee/Commission/Board to Review Draft Document. Staff Review of Document. Incorporate Revisions.
- Oct. 2024 30-Day Public Comment Period
- Nov. 2024 Public Presentation to City Council, Township Board, or Village Council, Approval Resolutions, and Public Hearing
- Dec. 2024 City Council, Township Board, Village Council approval of Nov. meeting minutes.
- Jan. 2024 Final assembling of Plan and documents. Uploading of Plan and requirement documents to MiGrants website for submittal prior to end of January.

Thank you for the continued opportunity to serve all of your communities! It continues to be a very exciting process! Please let me know what thoughts and/or questions that you might have.

Sincerely,

PM Blough, Inc.



Pamela Blough, PLA, President
PO Box 102
Grand Haven, MI 49417
Direct Dial: 616.402.2398
Email: pamb@pmbblough.com

Authorization to Proceed:
(Includes Option 1 with the Frost Center)

Signature: _____

Date: _____

Governmental Unit: _____

Limitation of Liability

To the fullest extent permitted by law, PM Blough, Inc. total liability to the Governmental Unit for any cause or combination of causes, which arise out of claims based upon professional liability errors or omissions, whether based upon contract, warranty, negligence, strict liability or otherwise is, in the aggregate, limited to the amount of \$10,000.

To the fullest extent permitted by law, PM Blough, Inc. total liability to the Governmental Unit for any cause or combination of causes, which arise out of claims for which PM Blough, Inc. is covered by insurance other than professional liability errors and omissions, whether based upon contract, warranty, negligence, strict liability or otherwise is, in the aggregate, limited to the total insurance proceeds paid on behalf of or to PM Blough by PM Blough insurers in settlement or satisfaction of PM Blough claims under the terms and conditions of insurance policies applicable thereto.

North Ottawa Recreation P.M. Blough, Inc

Five Year Plan Resident Survey

2024

Scope of Work

The Frost Center will assist P.M. Blough, Inc, the planning assistant for North Ottawa Recreation Divisions in obtaining the opinions of community residents on existing programs, park facilities, and future priorities to inform the upcoming Five-Year Plan. As partners in this work, the Frost Center will work alongside the leadership representing the five communities involved in developing the plan (City of Grand Haven, Grand Haven Charter Township, City of Ferrysburg, Village of Spring Lake, and Spring Lake Township). Together, the Frost Center, P.M. Blough, Inc, and the North Ottawa planning team will develop survey instruments that will be utilized through a multi-pronged approach to collect rich, meaningful and representative data on how residents would like to use and grow North Ottawa's park and recreation assets.

We will work closely with the North Ottawa planning team to revise the 2019 survey instrument that addresses the goals and objectives of the research study and provides the team with information they can use to develop long-range plans and strategies. We anticipate the 2024 survey format and questions to align with the 2019 survey for result comparisons. A combination of open and close-ended questions will be used, with a maximum of two open-ended questions.

To gain a better understanding of some aspects of the needs and opportunities in the Northwest Ottawa region surveys will also be administered to area leaders in three stakeholder groups: coaches/park staff, representatives for the aging population, and advocates for residents with disabilities. Leaders from each municipality will help identify and provide contact information for key individuals in the region that might have insights into specific challenges, barriers, and needs that should be considered in the five year plan.

Proposed Methods and Survey Design

We propose a multi-method approach including the following components:

1. Telephone: A combination of landline and cell phone numbers. Goal of 100 completed telephone surveys

Telephone surveys of North Ottawa County residents is the preferred method of data collection. The resulting sample will be the most representative of North Ottawa County residents. Further, it will enable us to reach potential respondents more quickly and will allow for probing and clarification of participant responses.

In order to reach the broadest and most representative cross section of North Ottawa County residents, telephone numbers, both cell and landline, will be purchased from a third party vendor using the most up-to-date sampling technology available

2. Online survey emailed to community email lists wherever possible (e.g., recreation offices, utility bills). Goal of 300 completed online surveys.

The Frost Center will work with each community to obtain these updated lists. Survey respondents will be asked to supply home addresses for another layer of verification for the online survey. The online survey software will also be programmed to avoid multiple entries from one respondent. An anonymous link will be provided on an individual basis for those who want to take the survey but did not receive an invitation.

Proposed Scope of Work

Task	Description	Estimated Cost
Research Design & Project Management	<ul style="list-style-type: none"> ● Survey instrument development <ul style="list-style-type: none"> ○ Work with community partners to confirm previous survey items and add new survey items ● Survey methodology plan: <ul style="list-style-type: none"> ○ Distribution list collection ○ Representative sampling strategy ● Purchase of smart cell and landline phone number list for City of Grand Haven, Grand Haven Township, Ferrysburg, Village of Spring Lake, and Spring Lake Township ● Spanish translation 	\$3,750

Data Collection	<p>Qualtrics fee (\$750) Phone List (\$950 estimate; see below)</p> <ul style="list-style-type: none"> ● Phone-based survey (200 responses) ● Online Community survey (300 responses) ● Online Stakeholder survey 	\$7,250
Data Cleaning, Coding, and Analysis	<ul style="list-style-type: none"> ● Data cleaning, analysis, and tabulations with subgroup comparisons based on profession ● List of all open-ended responses 	\$4,250
Deliverables	<ul style="list-style-type: none"> ● Final written report <ul style="list-style-type: none"> ○ Written report will include all open-ended responses, survey instrument, survey response breakdowns by specified demographics, and relevant correlations ○ Additional comparisons to previous years to examine change ● Presentation to stakeholder meeting for question response 	<p>\$3,500</p> <p>\$1,000</p>
Estimated Research Costs		\$19,750
Phone Lists Estimate		\$950
Total Estimated Project Costs		\$20,700

Timeline

February 2024	Contract signed and finalized
March 1-25, 2024	Survey instruments finalized: <ul style="list-style-type: none"> *Initial survey feedback sent to Frost by March 1 *Survey draft sent to community partner for review by March 8 *Any revisions sent to Frost by March 13 *Revisions completed by Frost by March 20 *Approval by community partner by March 22
March 25 - April 30, 2024	Data collection and calling
May - June 2024	Data cleaning & analysis
July - August	Report writing and presentation preparation
September 2024	Report development: <ul style="list-style-type: none"> *Draft of final report delivered by September 3, 2024 *Requested revisions to Frost by September 10, 2024 *Final Draft to partner by September 27, 2024
September 30, 2024	Presentation (date TBD)

Contract Expectations:

Community partners:

- Pay 50% of estimated invoice at signing; remainder due at final close of project (to be invoiced)
- Respond to queries regarding survey items, deliverables, and presentation with 48 business hours
- Confirmation of distribution list responsibilities
- Approve survey ahead of distribution
- Results cannot be used outside of intended context

Frost Center:

- Frost Center is a non-bias 3rd party research entity and can not guarantee specific result outcomes. We will maintain research neutrality and objectivity through best practices in research.
- Provide opportunity for one round of feedback (with approval) before survey distribution
- Provide opportunity for one round of feedback in report writing
- Provide opportunity for one round of feedback in presentation development
- Confidentiality of all data and responses; the Frost Center will only share deidentified data

Both parties:

- Clear understanding of report expectations, such as specific tabulations to be included in results or preferred format; additional requested analyses outside of the scope of work may increase research costs (billed to research partner)
- Adhere to scheduled milestones and timeline; changes of more than 2 weeks require written approval from both parties
- Adhere to scope of project; changes require a revised scope of work that may increase research costs (billed to research partner)
- Maintain open and consistent communication

Notes about the research process:

- The data and results are only intended for the agreed upon purposes set forth in the research statement of work. Any other use of the Frost Center reports or presentations that do not accurately reflect or represent the research findings is strictly prohibited.
- Every research design has inherent strengths and limitations. Most survey research does not allow for causal conclusions (i.e., why something occurred). Research partners should be aware of this design limitation and should not overinterpret results or research findings.

February 9, 2024

Daryl R. Van Tongeren, Ph.D.
Director, Frost Center for Social Science Research
Hope College
Frost Center for Data and Research
100 East Eighth Street, Suite 260
Holland MI 49423

Date

Acceptance:

I accept the conditions of this proposal and request the Frost Center for Data and Research at Hope College to proceed according to the scope of work herein. Any change or addition to the above scope of work will be in writing with signed acknowledgement by both parties. We agree to pay 50% of the estimated cost upon signing, and the remaining will be invoiced and due upon completion of the project.

For:

Date

Name:

Title:

Attachment D

CALL TO ORDER:

COMMISSIONERS PRESENT: Elizabeth Pool(absent), Mike Poort, Georgette Sass, John Williams
CITY LIAISON: Timothy Price

APPROVAL OF AGENDA: Motion by Poort to approve agenda; second Williams; approved

PUBLIC COMMENT: *Members of the audience may address the Commission on any item, whether on the agenda or not. Those addressing the Commission are asked to provide their name and address and will be limited to three minutes of speaking time. The Commission will hear all comments for future consideration but may not have a response at this time.*

APPROVAL OF MINUTES: Motion by Williams to approve agenda; second Poort; approved

AGENDA

NEW BUSINESS:

- A. **Discussion** – Kick Off to Summer Run Use Permit from Tri-Cities YMCA for a run that will use the road surface through Duncan Park in the morning on May 25, 2024. The Use Permit can be found on our [Google Drive](#) and was sent with the meeting agenda. **Outcome** – DPC will discuss and vote on the Use Permit from Tri-Cities YMCA.
- B. **Discussion** – 2024 Coast Guard Run Use Permit from Tri-Cities YMCA for a run that will use the road surface through Duncan Park in the morning on July 27, 2024. The Use Permit can be found on our [Google Drive](#) and was sent with the meeting agenda. **Outcome** – DPC will discuss and vote on the Use Permit from Tri-Cities YMCA.

Motion by Sass to approve the use permits for the Tri-Cities YMCA runs for May 25, 2024 and July 27, 2024. Second Williams; approved

-
- C. **Discussion** – The caretaker shed continues to have issues with animals using it for shelter (See [Images](#) taken March 10 and posted on Google Drive). Previous DPC discussions on pest control ([19 September 2023](#)) underestimated the problem. DPC will discuss how to proceed on pest management issues that have not been adequately addressed. **Outcome** – DPC will discuss and vote on actions to be taken to seal the caretaker shed.

There has been a squirrel making a mess in the shed. Poort cleaned up the mess. Poort and Williams will take care of the hole that it entered through and replace the seal on the door and garage door.

-
- D. **Discussion** – The Duncan Park Commission will complete our 2024/2025 fiscal year budget for submission to the City of Grand Haven. A review of [past expenditures and budgets](#) was discussed at our March 5 meeting. The value of our Grand Haven Area Community Fund as of February 29, 2023 was provided in the email to commissioners that included this meeting's agenda. **Outcome** – DPC will complete and vote on our budget to be presented to the City Council in April.

Motion by Sass to approve 2024/25 budget as stated. Second Williams; approved

OLD BUSINESS:

- A. Earth Day Event – finalize [materials](#) to be presented, schedule of commissioners and vote. Sass to bring the poster to the next meeting. Seedlings are started and will be used to hand out at the event.
- B. [Brochure Edits](#) – discuss and vote. Sass to work on mocking up the new brochure.

C. DPC Internship/Fellowship Review

Our goal for the Internship/Fellowship is to have an end point of value for the hired student. We'd like to focus on community outreach with the possible ideas of finishing and launching the survey and/or creating an educational video of Duncan Park.

COMMISSIONER'S REPORTS:

Sass: The city's Forestry Management Subcommittee presented a deer management plan to the City Council. The report will be posted on our google drive so that we can review and discuss at the next meeting.

Poort: Thank you, Mike, for all the clean up that you've done and taking care of the shed!!!

CITY LIAISON REPORT: Price suggested we coordinate with Amanda Barnett in the City office regarding the fellowship details as she has some good suggestions and can provide helpful direction in this matter. He also asked that we report the number of trees planted to add to the City's total for our application to be considered as Tree City USA.

TREASURER REPORT: February financial reports were sent with this meeting's agenda and can be found on [Google Drive](#).

PUBLIC COMMENT: NONE

ADJOURNMENT: 7:14PM

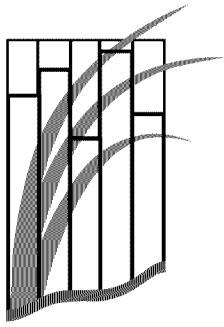
NEXT MEETING: April 2, 2024 @6pm

APPROVED MINUTES RESPECTFULLY SUBMITTED BY:

ELIZABETH POOL

ELIZABETH A POOL

DUNCAN PARK COMMISSION, SECRETARY



Loutit District Library
Expanding Horizons. Enriching Minds. Engaging
Community.

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
March 12, 2024**

1. **The meeting was called to order at 5:00 p.m. in Program Room B by President Brooks.**

Board members present: Mary Jane Belter, Burton Brooks, Nancy Collins, Penni DeWitt, Caryn Lannon, Lisa Menerick, Cathy Rusco

Board members absent: Marc Longstreet

Library Staff present: Anne Harrison, Chelsea Payton, Ellen Peters, Elizabeth Smyka

City of Grand Haven Staff present: Emily Greene

Members of the Public: Frank Kennedy

2. **APPROVAL OF AGENDA**

- 24-07 Motion by Belter, seconded by Menerick, to approve the agenda. The motion carried 7-0.**

Discussion:

Belter: Item B under Unfinished Business- She suggested changing Item B to read: Discussion of the LDL Board of Trustees By-Laws as they pertain to discussions and motions. It was decided to leave the wording as it appears on the agenda.

3. **APPROVAL OF CONSENT AGENDA**

- 24-08 Motion by DeWitt, seconded by Lannon, to approve the consent agenda. The motion carried 7-0.**

Discussion:

Brooks had a couple of edits for the meeting minutes. He was present instead of absent. On page three, he suggested a correction for clarification. On page four, he caught a spelling error.

- A. Approve the regular meeting minutes of February 13, 2024
- B. Approve December invoice payments in the amount of \$60,206.91

4. **PUBLIC COMMENT** - Frank Kennedy, GHT and a member of the millage committee, stated that he was just there to observe and has appreciated all our hard work so far.

5. **TREASURER'S REPORT**

- A. Balance Sheet Reports as of February 29, 2024
- B. Revenue and Expenditure Reports as of February 29, 2024
- C. Cash Summary Reports as of February 29, 2024
- D. Check Register as of February 29, 2024
- E. Fund Balance
- F. MERS accrued liability pay-down

Report by Emily Greene, City of Grand Haven, financial management provider for LDL: Penal fines reduced this year, around a \$20,000 reduction in the budgeted amount; she will keep an eye on this for future budgeting. We get quarterly notices.

DDA capture: It was brought to her attention that in 2017, the state changed the law about library millage being exempt from DDA captures. An additional \$45,000 will go into operating. This will be a reimbursement from the city.

MERS: The preliminary budget meeting was held, and they looked at the MERS contribution. The Board's decision was to fund accrued liability for MERS by contributing 6% of employee wages to pay off liability sooner. Greene suggested reducing the 6% to 2% in light of the current budget, reducing penal fines, etc.

Another possibility is to use the available information to calculate the difference between 2% and 3%. In their previous action on this, the board had voted to fund at 6% and, if necessary, reduce that amount. The Board will discuss this at the April board meeting.

Peters said we need to look at the fund balance policy dated March 2020. It was questioned if this was adopted by the board and if it was a goal vs. a policy. Research is needed. We need to review the minutes. We need to look at the goal of 25% for a fund balance and reduce this amount if necessary. The minutes of the March 2020 meeting will be reviewed to determine if there was board discussion and action. We will discuss this at the April meeting.

Lannon questioned the penalty and the property taxes. Greene explained that the penalty is income from the charge by the governmental unit for property taxes paid after the deadline. A delinquent fee is added to the property tax amount when there is a late payment.

In reference to the damaged books charges, this is an issue with Lakeland Library Cooperative Library (Saranac) charging patrons for the books. Peters talked with the Lakeland director about removing that library from our patrons' borrowing options. Staff is completing documenting how the book is before the patron gets the book.

The issues of replacement cost have been noted with several other issues of damaged books.

Menerick suggested that if the LDL has to go through the details to protect the patron, the information should be shared with Lakeland or the specific library, Saranac. Perhaps the letter should state that this is what we are doing and that we want to work together to address this issue. Several patrons have expressed issues with the staff and response from the library in particular.

Collins asked if the Library of Michigan would have any influence on this issue.

6. TRUSTEE COMMENT

Menerick discussed having a library presence at the Earth Day celebration hosted by Central Park Place. Another option is to perhaps have a library sandwich board out front to encourage people to come to the library. LDL staff confirmed that we already have the sign.

Menerick mentioned the state evaluation assessment.

Greene commented that it is the state multiplier that they put out.

7. UNFINISHED BUSINESS

- A. Motion by Belter, seconded by Menerick, to approve the overage and the related transfer of funds in an amount not to exceed \$15,000 from the maintenance fund for capital improvements for the Brooks Media Center. The vote carried 6 –1 (DeWitt)**

Discussion:

The overage has a slight reduction in the cost. We were told the reason for the overage had to do with differing supply costs from the furniture choices. Regarding the discount referenced at the February meeting, the discount was related to if the project was pushed into the future. The money is in the maintenance fund for capital improvements. The timeline is to have this completed by the end of April. There is a deadline for meeting the grant from the GHACF.

- B. Discuss the suggested change in the order of business as it pertains to discussions & motions during board meetings**

Collins spoke about the reason for making a change: we need to thoroughly discuss the issues before making the motion. Collins is suggesting changing the by-laws. She cited the previous discussion where we should have voted on each amendment of the original motion. Rusco offered a counterpoint, approving a motion before any discussion reflects better in the minutes. Reiterated board members need to review materials in the packet before the board meetings. Comments from Menerick and Lannon on the format we are using. Belter suggested presenting a specific, detailed motion on the agenda if an agenda item needs to have a motion. Collins suggested presenting it as a dissemination item. However, this would either delay any action until the next meeting or would be confusing to the public because they may not know what the board is voting on. Municipalities: there is a recommendation made. Lannon noted that if an item was brought as a discussion item, it would be a discussion item and could not be voted on until the next meeting. Peters commented on reviewing other libraries and their actions. Smyka asked if there could be a discussion item followed by a motion item for the thing being discussed. The conclusion was made that there needs to be more specific, detailed motions. Peters will send any upcoming agenda items with a need for a motion (with a draft motion) to Collins and the board president.

8. NEW BUSINESS

- A. Request motion to vote on millage proposal A, B, or C**

Motion by Belter, seconded by Dewitt, to approve a millage proposal from the three options presented. Menerick moved, seconded by Lannon, to amend the motion to approve option C. Motion as amended: Motion to select millage option C from the three options presented. The motion carried 7-0.

Discussion:

The three proposals were discussed.

A. Refers to Headley rollback

B. Refers to just an additional millage

C. Combines the Headley rollback and an additional millage amount

Option C would be one thing on the ballot. The millage committee feels that it is the best option. Brooks asked how this compares to library millage rates in the area. Peters discussed with a board member for another library. Rusco likes option C.

Menerick called for a roll call vote.

**Belter - y
Brooks - y
Collins - y
DeWitt - y
Lannon - y
Longstreet - absent
Menerick - y
Rusco - y**

- B. Request a motion to approve millage language for the selected millage proposal (A, B, or C) for the August 2024 primary election.**

Following the motion and the vote, a different version and the required resolution for submission to the county clerk were introduced. Because of that, the following actions took place:

Collins moved to rescind the previous action of the board, and Lannon seconded that. The motion carried 7-0.

Discussion:

There was a discussion of the language and the submission. See **Attachment A** for the exact ballot language discussed.

Roll call vote to rescind the previous motion:

**Belter - y
Brooks -y
Collins -y
DeWitt -y
Lannon - y
Longstreet - absent
Menerick - y
Rusco - y**

24-11

Motion by Lannon, seconded by DeWitt, to approve the millage proposal resolution and the millage proposal language for the LDL proposed millage for placement on the August 6, 2024 primary election ballot (see attached resolution). The motion carried by a roll call vote of 7-0.

**Belter - y
Brooks - y
Collins - y
DeWitt - y
Lannon - y
Longstreet - absent
Menerick - y
Rusco - y**

9. COMMITTEE REPORTS

- A. Millage Exploratory Committee - Meeting 02/08/2024 update:
P.O. box has been established. Peters doesn't know if the treasurer has opened the bank**

account yet. They will most likely need a second person on that account. There was a discussion about communications and marketing. We now have an EIN number.

- B. Building and Grounds Committee** - No business
- C. Finance** – No business
- D. Personnel** - No business
- E. Policy** – No business

Personnel and finance will need to meet; however, work is still being done on the budget for FY 24-35.

10. DIRECTOR’S REPORT

The written report was reviewed. Brooks was impressed by the Saturday and Sunday attendance.

11. PRESIDENT’S REPORT - No report, glad that we finally have a millage proposal to go forth with.

12. PUBLIC COMMENT - Kennedy commented about the ballot issues we will be faced with on the August primary ballot.

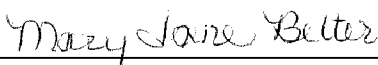
13. TRUSTEE COMMENT


14. NEXT REGULAR MEETINGS

Board Meeting: April 9, 2024 at 5:00 p.m.

15. ADJOURNMENT

The meeting adjourned at 7:06 p.m.


Secretary
Mary Jane Belter


President
Burton Brooks

Prepared by Elizabeth Smyka, Marketing and Administrative Assistant



**CITY OF GRAND HAVEN
GRAND HAVEN, MICHIGAN**

**MUSICAL FOUNTAIN
COMMITTEE MEETING
MINUTES**

**CENTRAL PARK PLACE*
421 COLUMBUS AVE**

**TUESDAY, MARCH 13, 2024
6:00 PM**

Committee members unable to attend are requested to contact Derek Gajdos, City Liaison, at dgajdos@grandhaven.org or 616-847-3493

1. MEETING CALLED TO ORDER

2. ATTENDEES: Jerry Troke, Stancey McLellan, Sarah Kallio, Brad Boyink, Andy Cawthon, Tim Price (Assistant City Manager, Committee Liaison)

3. APPROVAL OF CONSENT & REGULAR AGENDA (motion: Cawthon, 2nd Kallio, Approved Unanimously)

4. CALL TO AUDIENCE

At this time, members of the audience may address Committee on any item, whether on the agenda or not. Those addressing Committee are asked to provide their name and address and will be limited to three minutes of speaking time. Committee will hear all comments for future consideration but will not have a response at this time.

5. AGENDA

A. Approval of minutes of meeting of December 13, 2023

B. Approval of Coast Guard Festival Songs

- Smoke on the Water (2WEI)
- Lighthouse (Nina Kraljic)
- Sandstorm (Darude)
- Made In America (Toby Keith)
- I Get Around (Beach Boys)
- Watermelon Sugar (Harry Styles)
- Livin' la Vida Loca (Ricky Martin)
- Rock and Roll All Night (Kiss)
- Paint It Black (Sebastian Bohm)

C. Approval of Rock the Sky Show Songs

- Jump (Van Halen) (Approved and Currently Runs on the Fountain)
- Photograph (Def Leppard) (Approved and being added to the Fountain in 2024)
- No One Like You (Scorpions)
- You Give Love A Bad Name (Bon Jovi)

- Here I Go Again (Whitesnake)
- The Final Countdown (Europe)

D. Approval of 4th of July Songs

- Star-Spangled Banner (Jennifer Hudson)
- Living in America (James Brown)
- America (Neil Diamond) ◦ Fourth of July (Fall Out Boy)
- Acceleration (Instrumental)
- Let's Get Loud (Jennifer Lopez)
- American Girl (Taylor Swift)
- One Call Away (Charlie Puth)
- Party in the USA (Miley Cyrus)
- Twist and Shout (The Beatles) (Already Approved)
- Crazy Train (Ozzy Osbourne)
- The Night (AVICII)
- Dynamite (BTS) (Already Approved)
- The Final Countdown (Europe) (Already under Review for the Rock the Sky Show)

E. Approval of New Choreographers

- Brandon Nearanz
- David Prins
- Rachel Neve
- Cathy Maier
- Dennis Nivision
- John Dill
- Chuck Dickerson
- Jane Riddle
- Don Looma

6. CITY AND MAINTENANCE ITEMS

- A. Erosion control around drain sluice at East end of parking area
- B. Jerry Troke has found maintenance parts for the two (2) 100 hp pumps
- C. The hilltop anchor maintenance will now fall under the purview of the Musical Fountain Committee
 - CMA (local Grand Haven company) has offered to replace the aluminum front-facing panels on the anchor

D. TASK FORCE ITEMS

- Volunteer Day Saturday April 20 (rain date April 27)

E. PRODUCTION ITEMS

- Goal: Fountain fully operational by Memorial Day
- New Shows in Production
 - Taylor Swift

- Broadway Show Tunes
- Pink Floyd*
- New Age*
- 4th of July*
- Coast Guard Festival*
- * Brad Boyink is programming these
- 68 people responded to the broadcast request for new Choreographers
- 18 new songs are in production
- Licensing/Reporting – all licensing and reporting to ASCAP, BMI, DMG (Disney) and CSAP are current.
- WAVE pipe at back of Fountain can be used to augment fire suppression infrastructure during 4th of July and Coast Guard fireworks shows. Can reduce the number of firefighters needed to cover, especially the to and back of Dewey Hill
- Fireworks debris:
 - Jerry in discussion with Boy Scouts for 4th of July cleanup
 - USCG Station Grand Haven will provide active duty personnel for Festival finale cleanup
- Operator jobs for 2024 season have been posted

F. MARKETING ITEMS

- Signage for Sherwood Stadium signage is ready
- City signage for simulcast on FM 88.7 needs to be updated to reference Fountain shows
- Jerry and Brad to present to Holland Rotary on 5/20/2024

G. FINANCE ITEMS

- Reconsideration of expenditure rules previously adopted due to OMA requirements
- Integration of the Musical Fountain Committee and Friends of the Musical Fountain

7. **OLD/UNFINISHED BUSINESS**

8. **OTHER NEW BUSINESS**

- A. Objection to alcohol lyric in proposed Zac Brown song Motion to Withdraw Object based on the lyric not included in proposed playlist (Motion: Kallio, 2nd McLellan, approved unanimously)

9. **NEXT MEETING DATE – April 10, 2024 6 PM**

10. **ADJOURNMENT: 6:40 PM**

**CITY OF GRAND HAVEN
GRAND HAVEN, MICHIGAN
PLANNING COMMISSION MINUTES**



March 12, 2024

A regular meeting of the Grand Haven Planning Commission was called to order by Chair Dora at 7:00pm. Upon roll call, the following members were present:

Present: Magda Smolenska, Joe Pierce, David Skelly, Amy Kozanecki, Chair Mike Dora, Dan Borchers

Absent: Vice-Chair Ryan Galligan, Tamera Owens, and Jennifer Smelker

Also Present: City Planner Brian Urquhart, Mayor Monetza, City Manager, Ashley Latsch, and members of the public.

Approval of Minutes

Motion by **Pierce**, seconded by **Kozanecki** to approve the minutes of February 13, 2024 meeting with corrections. All ayes. **Motion passes.**

Approval of Agenda

Motion by **Skelly**, seconded by **Smolenska** to approve the agenda with ZBA Liaison listed as item 6, b. All ayes. **Motion passes.**

Call to the Audience; First Opportunity

None

Presentation Case 24-11 Presentation by Grand Haven Charter Township for Robbins Center Ponte PUD Amendment (City Recommendation required).

Urquhart introduced the case. Grand Haven Charter Township is constructing a Transmission Main and Meter Station along Ferry St./172nd Ave. The proposed Meter Station building is located within the Robbins Centre Pointe Planned Unit Development; as such it is subject to the 425 Agreement between the City and the Township. The building was reviewed and conditionally approved by the Grand Haven Township Planning Commission in February. The process also requires City of Grand Haven Planning Commission's recommendation for final approval.

Rory Thibault, Community Development Director, presented on behalf of the Grand Haven Township. Thibault indicated the plan had gone through the special use permitting process through the township first; however, because the plan has the 425 Agreement associated with it, the approval of the change still needed to go through the Planning Commission for review. The scope of review needed from the City of Grand Haven is whether or not it changes, alters, or amends the access from the development property up to Robbins Rd or 172nd Ave. Thibault relayed that according to the plans laid out conditionally by the

township, it would not change the access to 172nd Ave or Robbins Rd. The curb cut and entry apron into the portion of the property was amended slightly but the review was within the Grand Haven Township jurisdiction. Township found no issues upon review but was here to answer any questions the Commission may have.

Chair Dora opened the floor for questions to which fellow commissioners did not have.

Motion was made to approve by **Smolenska**, seconded by **Skelly**.

Roll call vote. Yeas: Kozanecki, Borchers, Skelly, Smolenska, Pierce, Dora. Nays: None. **Motion passed.**

Case 24-05: A public hearing to consider Special land use request for short term rental at 46 Edward St. (parcel #70-03-29-156-047)

Urquhart introduced the case. Rodney and Heidi Kirby of 4503 Loggers Run NE Grand Rapids, MI 49525, have submitted an application for a Special Land Use Permit for a Short-Term Rental located at 46 Edward Ave. (parcel #70-03-29-156-047). Short Term rentals are permitted by special land use in the Dune Residential District per Sec. 40-406.02. A response was provided as it relates to the ten regulations and conditions for a Short Term Rental. As well as, a scaled site plans depicting the parcel information and floor plan.

The home contains 3-bedrooms, 1-bathroom. The main level contains a deck facing Edward Ave. and a back deck facing the rear yard. There are 3 parking spaces in the drive and 1 designated space on street for a total of 4 spaces. The total parking spaces can support a sleeping occupancy of 12 people.

The City has received 1 public comment against the request.

Property Owners, Rodney and Heidi Kirby, 46 Edwards were present, who stated property was originally used to raise their family. They have recently retired and wanted to share their cottage in the woods to guests who would like to visit our community. Mr. Kirby offered one point of clarification and stated that their home contains 1 and a half baths.

Pierce asked for clarification on the arrangement, or agreement made regarding the designated parking space on Edward.

Ms. Kirby spoke to this matter stating that there was one parking on Edwards that had a sign designating the spot to 46 Edwards. She also voiced that this parking spot was never needed or used due to the fact three cars could fit into driveway. Mr Kirby also added that he wanted to address the additional traffic concerns, and assured Commissioners there would only ever be three cars at a time and will have no impact on traffic flow.

Smolenska also asked for a point of clarification regarding the 12 person occupancy supporting the three parking spots. Urquhart clarified stating that three spots would only allow a nine sleeping occupancy. Property owners confirmed they were only asking for an 8 person sleep occupancy which will be advertised on the property management's website.

Skelly confirmed a property management group would be managing the property. He also raised a question regarding proper screening to the right and left of the property. Property owner stated that they purchased the lot between their property and the property at the end of the street, and the property to the right is a rental unit.

Both Kozanecki and Borchers expressed they had initial concerns regarding parking spaces, but felt as though they were addressed and had no further questions.

Chair Dora voiced his concern with the designated on street parking initially, but stated that he also felt it was no longer a concern. Dora also mentioned putting in the motion that parking would be limited to the driveway at 46 Edwards.

Chair Dora opened the public hearing at 7:16pm.

No public comment.

Chair Dora close public hearing at 7:17pm.

Motion by **Skelly**, seconded by **Pierce** to approve Case 24-05, a request for a Special Use Permit for a Short Term Rental located at 46 Edward Ave. (parcel #70-03-29-103-008) based on the information submitted for review, subject to the following condition:

- 1. The sleeping occupancy shall be determined by the building official.*
- 2. On-site parking does not include street parking.*

Role Call. All Yeas. **Motion Passed.**

Case 24-06: A public hearing to consider Special land use request for short term rental at 418 Jackson Ave. (parcel #70-03-21-301-006)

Urquhart introduced the case. Sam and Samantha Ventocilla have submitted an application for a Special Land Use Permit for a Short-Term Rental located at 418 Jackson Ave. (parcel #70-03-21-301-006). The home is being converted to a single-family dwelling on the south side of Jackson Avenue near 4th Street. The Old Town Zoning District allows new short-term rentals if the property is on a key street. In this case, Jackson Ave between Beacon Blvd. and 1st Street. A response was provided as it relates to the ten regulations and conditions for a Short Term Rental, and special land uses. The applicant also provided scaled site plans depicting the parcel information and floor plan.

418 Jackson Ave. is a nonconforming lot in the Old Town district with a parcel size of 4,356 sq. ft. After renovations the dwelling will consist of four (4) bedrooms, and five (5) parking spaces in a parking area behind the home. The number of bedrooms could support an estimated sleeping occupancy of 8 people, which means the off-street parking would be met.

The City has not received any public comments.

Property owners, Sam and Samantha Ventocilla, were present to answer any questions.

Chair Dora opened public hearing at 7:20pm.

No public comment.

Chair Dora closed public hearing at 7:20pm.

Pierce voiced concern about the property being a non-conforming lot size and the size for a short term rental. Feels property is extremely narrow, and the ability to effectively screen. He also stated that he was not in favor of this at this time.

Skolenska also voiced concern with the non-conforming lot size and stated it would be a hard sell for her. She also stated that she does not have objections to the short-term rental portion of the application.

Skelly echoed the concern stating that the lot was about 30%-35% off from being a conforming lot size. He also voiced concern with the parking situation.

Kozanecki joined with the other commissioners stating that she agreed the size of the lot was of concern. She did mention that she was not in objection to the short-term rental portion.

Borchers had no comment.

Chair Dora mentioned he shared the same concerns as his constituents. He stated minimum lot size is roughly 5,900 sq. ft. and the current lot is 4,300 sq. ft. Minimum lot width is 45 ft., and the current lot width is 33 ft. Dora also mentioned that based off the dimensions it puts the lot almost against neighboring properties. He suggested it may be better as a long term rental having limited changeover.

Property Owner, Sam Ventocilla, commented stating 422 Jackson, was also being used as a short term rental and has the same lot width. He asked for consideration for an amendment for fencing between the two properties. He also mentioned that he had fencing between his property and the neighboring property on the other side.

Chair Dora explained that he could not attest to the details of the short rental, and asked what property owner would need that would be considered fencing. Planner Urquhart spoke and said that if that was the issue of concern, any hedging, fencing, or any type of screening would mitigate any negative impact on the joint properties.

Dora suggested postponing until property owners could submit a proposal to block exposure to the other side. It could then be reviewed and some exceptions made as conditions to the approval.

Urquhart stated that if more information was requested from the property owner, the case could be postponed to a later date and he could work with property owners to elevate specific concerns covered in the public hearing.

Pierce spoke stating that the issue of Short Term Rentals is a sensitive topic and impactful of to the character of the neighborhood as well as zoning intent. Feels as though there is it might be counterintuitive to force a lot into a short-term rental that is non-conforming.

Skolenska also mentioned that regardless of the fencing it will not change the size of the lot, and in fact will only make it appear smaller making it hard to navigate.

Skelly interjected that screenings are a requirement for short-term rentals regardless, and unsure how the fencing would resolve the non-conforming issue at hand.

Kozanecki agreed stating that based off the map it did not appear that there would be enough room for the fencing.

Borchers stated he felt consistency was important but could understand the property owner's predicament.

Motion by **Kozanecki**, seconded by **Pierce** to deny Case 24-06, a request for a Special Use Permit for a Short Term Rental located at 418 Jackson Ave. (parcel #70-03-21-301-006) based on the information submitted for review, and subject to the following condition:

- 1) *A nonconforming property that does not meet the minimum for space for a short-term rental.*

Roll Call. All Yeas. **Motion Passed.**

Case 24-07: A public hearing to consider Special land use request for Two Family Dwelling at 309 Jackson. (parcel #70-03-20-282-003).

Urquhart introduced the case. Jenell Keiser and Eric Pratt have submitted applications for a Special Land Use Permit for a Two-family dwelling and Short-Term Rental located at 309 Jackson Ave. (parcel #70-03-20-282-003). Two-family dwellings are permitted by special land use in the Old Town District per Sec. 40-410.02. B. The Old Town Zoning District also allows short-term rentals if the property is located off a key street, in this case Jackson Ave. between Beacon Blvd. and 1st Street. Urquhart indicated there would be two separate steps for this case. Urquhart introduced the case. First step would be this matter of two-family dwelling.

Section 40-526 provides a list of two (2) standards for two-family dwelling. The applicant has responded to those standards. The elevation plans demonstrate a two-family dwelling is similar in design to a one-unit dwelling with a covered porch, single curb cut driveway, and a single front entrance door. A drive coming off the eastern portion of the lot will open up to a parking lot for 6 spaces. The unit requires 2 spaces per unit, which would be satisfactory.

A staff concern was for the safety of the guests due to how busy Jackson St can be. Staff presented having two curb cuts; however, the applicant wants guests to have the ability to be able to back in and out.

Applicant also proposed a landscape plane that would help mitigate the increased impervious surfaces. The plan includes: retention ponds, screening, fencing and pavers made with permissible materials to help minimize the impact of rear lot that would be used for maneuvering and parking. Staff feels the landscape plan will provide necessary screening from vehicle headlights to adjacent properties. It shall also be noted the rain garden will provide enough space for snow storage.

The applicant has provided a narrative that responds to these review standards and a scaled drawing depicting the property and location of the home. 309 Jackson Ave. is a conforming lot in the Old Town district with a parcel size of 6,695 sq. ft. The proposed structure meets all the standards for lot coverage, building setbacks, building height, building form standards, and parking in the OT District.

The City has received 2 public comments against this case, primarily with concern to the short term rental.

Janelle Keiser, 295 N. Park Street, Muskegon who is the property owner, and Brian Wolfis of 6438 Staple in Twin Lake who is the designer, were there to address any questions.

Keiser began by complimenting Urquhart on being a pleasure to work with, as they have wanted to do things the right thing by and for the City of Grand Haven.

Wolfis stated the plan proposal was to build a two-family dwelling. Each 1500 sq. ft. unit would have 3 bedrooms and 2 and a half baths. The elevation plans demonstrate a two-family dwelling is similar in design to a one-unit dwelling with a covered porch, single curb cut driveway, and a single front entrance door which will match most neighboring homes. Having two curb cuts, was contemplated, but felt it would not leave much room for green space which would interfere with proper fencing or landscaping to help with separation between properties. A landscape design was submitted to show it was possible to the rear parking without it looking like a parking lot. Side setbacks have a 6-foot minimum with 16 total. Design shows 8 feet on one side and 14 feet on the driveway side. This would allow for vegetation on both sides.

Chair Dora opened public hearing at 7:35 pm.

Peter Wilson, 322 N 2nd St, stated those three lots were originally subdivided, with permission to do a single-family dwelling on each lot. Wilson feels as though the lot configurations were already tight space wise. He also voiced that the Pier Marquette development has more lot coverage than the 35% allowable in Old Town. He also mentioned the Commissioner's concerns regarding 418 Jackson and stated his concern with the density of the lot. Even though it was wide enough, the depth not being a traditional lot size. As a single family property owner, Wilson stated that he has felt a high amount of density building in the corridor. He also raised concern stating the original content of single family dwellings and now multi-family dwellings in the same lot size.

Wen Qi, 406 N 3rd St, stated their lot is adjacent to 309 N Jackson. She would be looking at half the parking lot and has concerns because of this. When the home was purchased last September, it was with their understanding that all three lots would be single family homes. Being a young couple trying to raise a family, and the high turnover of guests, this would be of concern. The second is the landscaping. A row of arborvitaes on the west side wouldn't be enough to effectively block the headlight and noises. It was asked that Commissioners would take that into consideration. The last concern mentioned was keeping the neighborhood feel to the area.

Chair Dora closed public hearing at 7:39 pm.

Pierce stated he appreciated the beautiful work that was being put into the plan to look and fit a single dwelling unit. He also mentioned the Permeable pavers were also a great touch with consideration for the

tree surrounding the property. Pierce addressed the surrounding question about the gap on the west side. Wolfis stood stating the last space would be used for a maneuver area. Wolfis and the property owner agreed they could put fencing in to help eliminate the headlights and such.

Pierce mentioned he could not find a serious issue with the plan, and was in favor of it. However, would like to see a narrow screen added as a condition to help with the concerns about the small portion on the west.

Skolenska also made mentioned adding a screen to eliminate some of the concerns and commended the landscaping effort to it appear as a single family dwelling unit. She stated she did not have an issue with the plan.

Skelly stated he agreed the landscaping and design of the home was well done. Feels as though it would be a nice addition to the space. Skelly spoke to the short term rental aspect, and stated proper screening is part of the requirements, and asked about the intent and size of the arborvitaes as well as the rest of the screen plan for the property.

Kelly Carp from Landscape Design spoke stating he was the person in charge of putting the landscape design together. He stated the arborvitaes would be 6 to 8 feet tall when installed, and considered nursery stock when planted. Fencing has not been addressed yet, but the applicants taking care of it, as well as doing what is right. Hedges along the house are foundation Hydrangea which are roughly 5 to 6 feet tall. In the back of the lot would be a rain garden made of perineal material, and potential fencing across.

Kozanecki said she had similar sentiments as Skelly with respect it's a great plant and the two family would be an improvement for the area. She also stated regarding the Short term rentals, a fence would need to be added as a part of the conditions. Kozanecki stated that it was important to be good neighbors.

Borchers asked Urquhart if this plan, in regards to a two-family dwelling unit, met all the requirements of which the City is asking to be done to which Urquhart said yes. Borchers mentioned his concern about deer eating a lot of what was going to be planted and felt much of the vegetation would not survive.

Dora stated the like the pavers, as well as, the openness of what was being proposed for the arborvitaes. He also stated he did not have any concerns regarding the special land use for the two family dwelling. Dora stated that he could not speak to the single family dwelling, as he was not a part of the commission at that time.

Motion by **Pierce**, seconded by **Smolenska** to approve Case 24-07, a request for a Special Use Permit for a two-family dwelling located at 309 Jackson Ave. (parcel #70-03-20-282-003) based on the information submitted for review, and subject to the following conditions:

- 1. All conditions of the BLP and DPW shall be met.*
- 2. A land use permit shall be required for the installation of permeable pavers*

Role Call. All Yeas. **Motion Passed**

Case 24-08: A public hearing to consider Special land use request for Short Term Rental at 309 Jackson. (parcel #70-03-20-282-003).

Urquhart introduced the case stating since the special land use for the Duplex has been established, property owners are asking for a short term rental use, which is permitted in the Old Town district off of Jackson Street.

Urquhart continued to state that parking ratios are different given the floor size and area of bedrooms. Parking would equate to 3 spaces per unit. A concern in the design was the size and location of the parking lot concerning neighboring uses. The parking area was larger and may create a challenge with stormwater run-off and suggest an appearance of excessive paved or impermeable surfaces, as stated in Sec. 40-513.B.2.f. The applicant has offered a solution to provide for augostorm pavers for the parking spaces. Permeable pavers are permissible material for parking per Sec. 40-605.02.A, should the planning commission find this material satisfactory.

Chair Dora opened public hearing at 7:49 pm.

No public comments.

Chair Dora closed public hearing at 7:49 pm.

Pierce expressed concerns about the amount of short term rentals in being discussed and wants to make sure that he and fellow commissioners are being particular about approving these, as well as making sure all requirements are being met. Pierce asked Urquhart for a list of Short Term rentals in various districts and a map to show where the rentals are located. In regards to the 309 Jackson property, Pierce feels as though making sure screening around the entire property should be a condition, but does not see a reason to reject the request.

Smolenska, also shared sentiments regarding the screening stating she had no other issues.

Skelly, agreed stating there was no issue other than the screening as well. He did ask who would be managing the property too quickly, property owner, Janelle Keiser stated she and her husband would be managing. Skelly also asked the property owner if they would be willing to invest in fencing on the three sides of the property. Keiser asked for clarification on what type of fencing was requested.

Kozanecki, stated her only concern was the fencing as well.

Dora addressed the fact she heard several comments in regarding to fencing, and mentioned it could be including in the motion and leave final approval up to Urquhart.

Motion by **Smolenska**, seconded by **Kozanecki** to approve Case 24-08, a request for a Special Use Permit for a short term rental located at 309 Jackson Ave. (parcel #70-03-20-282-003) based on the information submitted for review, and subject to the following condition:

1. *Sleeping occupancy shall be determined by the building official.*
2. *Appropriate screening shall be included as approved by City Planner.*

Role Call. All Yeas. **Motion Passed**

Case 24-09: A public hearing to consider Special land use request for a tattoo parlor at 612 Miller Dr. (parcel #70-03-21-161-036)

Urquhart introduced the case. Applicant Ron and Deb Mudgett have submitted a request for a Special Land Use Permit to operate a Tattoo and Piercing Parlor at 612 Miller Dr. Unit 36 (parcel #70-03-21-161-036). A tattoo and piercing parlor is permitted by special land use in the Commercial District 40-414.02.B. Grand Landing Planned Development notes that Commercial zoning uses are permitted in the PD. Prim and Proper was approved in 2020 for their current location at 616 S. Beechtree. They have decided to relocate to Unit 36 in Grand Landing. Unit 36 in Grand Landing was the former location of Awaken Mind and Body Spa. There is a total floor area of 1397 sq. ft. The floor plan provides for six office spaces, two entries, and a bathroom. There are ample parking spaces located in the Grand Landing Development, and the existing parking should suffice.

Section 40-563 of the Zoning Ordinance lists the standards for a Tattoo and Piercing Parlor. Below is a summary of the applicant's narrative as it relates to the specific special land use standards. Their narrative provides additional details, as well as responses to the general standards of Section 40-116.03.

- Hours of Operation: 10am to 9pm Tuesday through Saturday for walk-in and appointments.
- Food and beverages will not be served on site.
- Outdoor loitering will not be tolerated. "No loitering" signs will be posted on the property and customers will be escorted in and out of the building.
- The proposed use is more than 1,000 ft. from an educational facility and any other tattoo and piercing parlors.

City staff has received 13 communications in support of the request. Urquhart stated this was the most publicly commented request the Planning Commission has seen in a long time.

Ron and Deb Mudgett, 11220 Prairie Ridge Drive, Middleville MI were present to address any questions.

Chair Dora opened public meeting at 7:56 pm.

David Tenke, 22 S Harbor, spoke stating that this business is already established, with zero complaints against it and plenty of support in favor of the business. Tenke continued stating he felt compelled to speak due to the fact he helped the business owner buy the location. It was his understanding that this was permitted use, and wasn't aware that it needed to be permitted. The property was closed based on his understanding. He urged the Commissioners to consider that this business is already in town, the business is already permitted within the city, good citizens, and would grant the request based on those things.

Chair Dora closed public hearing at 7:58 pm.

Pierce, Smoleska, Skelly, and Kozanecki stated they had no questions or concerns.

Borcher clarified that the business was permitted use, but because it was a special land use it needed to be approved through the Planning Commission.

Urquhart confirmed any land used for such things as tattoos, regardless of where they are located in the City, it would fall under a special land use permit. It would require notification, a public hearing, and cannot be approved administratively, but through the Planning Commission.

Chair Dora stated he did not see any issues and felt as though it would be a great spot for the business.

Motion by **Skelly**, seconded by **Pierce** to APPROVE Case 24-09, a request for a Special Use for a Tattoo and Piercing Parlor located at 612 Miller Dr. Unit 36 (parcel #70-03-21-161-036), subject to the following conditions:

- 1. Hours of operation are limited to 10:00am-9:00pm Tuesday through Saturday. With Sunday and Monday being by appointment only.*
- 2. A Change of Use permit shall be submitted.*

Role Call. All Yeas. **Motion Passed**

Case 24-09: A public hearing to consider a Special land use request for A Major Auto Repair Facility at 1815 S Beacon Blvd. (parcel #70-03-23-100-056).

Urquhart introduced the case. Mark Anthony of Pioneer Construction, on behalf of property owner Betten Realty LLC, has submitted a site plan application and special land use application for a 14,000 sq. ft. addition to Preferred Auto Detailing at 1815 S. Beacon Blvd. (parcel#70-03-23-100-056). An automobile repair facility a permitted by right in the Commercial district per Sec. 40-414.02 B. However, after meeting with the Planning Commission, the applicant elected to apply for a major auto repair facility, which is permitted by special land use per. Sec. 40-414.02.C and subject to the standards in Sec. 40-507. Tied into this a pre-application meeting occurred on January 9th, the Planning Commission offered feedback regarding the transparency requirement in the Commercial District, and the Planning Commission agreed to reduce the ground floor transparency to 40%. The ground floor transparency reduction is permitted Sec. 40-414.03.C.

Site preparation of the 1.93-acre site includes the removal of asphalt and existing trees located on the southern portion of the site. The grading plan shows all stormwater will be directed to catch basins and to the detention pond located south of the building.

Betten Realty, LLC owns the parcel to the south, which crosses jurisdictional boundaries into Grand Haven Charter Township. The design shows for a stormwater detention pond located on this property. The Dept. of Public Works is recommending Grand Haven Charter Township provide written approval of the stormwater plan. The Township is consulting with their legal counsel on any necessary easements should ownership change in the future. Any recorded easements or agreements shall be provided to the City.

The 14,000 sq. ft. addition will be 20 ft. in height. The exterior building features include white vertical metal paneling, store front glass, and architectural masonry on the east wall facing Beacon Blvd. The

design of the east wall satisfies the minimum approved 40% transparency for a primary wall. The west and south walls will have white vertical metal paneling. The floor plan shows 15 bays for vehicle service, a waiting area, service write-up kiosks, and office space. All building height, architectural features, building transparency, setbacks, and lot coverage are met.

The applicant has decided to apply for a major auto repair facility. Sec. 40-507 defines a major automobile repair facility as an establishment engaged in the general repair, engine rebuilding, transmission rebuilding, overhaul or reconditioning of motor vehicles; collision repair services, such as body, frame or fender straightening and repair; major welding activities; and overall painting and undercoating of automobiles. Staff believes this location is appropriate for major auto repair.

Sec. 40-604.03 requires 1 space per vehicle bay, and 1 space per employee on the largest shift. According to the materials submitted, there will be 10 employees on the largest shift. $15 + 10 = 25$ spaces. The applicant is proposing 25 spaces, with 4 spaces behind the building, 12 spaces north of the building, and 9 spaces in front. In addition, a 15' x 60' loading area is shown behind the building adjacent to the west lot line.

The applicant is proposing a wall mounted sign near the southern end of the east building wall. No other signs are proposed. The photometric plan shows 7 wall-pack lighting fixtures will be installed onto the addition. The site will continue to use the existing light poles and wall pack light fixtures. All light fixtures will include a 100% horizontal plane cut-off.

As a built out site, the opportunity for extensive landscaping is minimal. The landscape plan shows sod islands comprised of turf grass near the parking area, and 3 maple trees planted near the north and west parking spaces.

The application states there will be no ground mounted or rooftop mounted mechanical equipment.

The building will also have fire suppression. The Planning Commission expressed concern with the length of the south setback, seeking to ensure a full length Fire Truck will be able to make the turn. Sheet C6 demonstrates the fire truck turning schematic. The Fire Marshal also expressed this concern. Staff recommends a condition that the applicant shall provide the necessary information that would satisfy the Fire Marshal.

Staff has received no public comments regarding this case.

Mike Bowman from Pioneer Construction mentioned the reasoning for moving to the major was due to the size of the larger truck that exceeded the weight limit. Bowman stated he was available for questions. Chair Dora opened a public hearing at 8:07 pm.

Chair Dora closed public hearing at 8:07 pm.

Pierce, Smoleska, Skelly, Kozanecki, and Borchers stated they had no questions or concerns.

Chair Dora also expressed that the requested change did not have to do with the size of what is being done, but rather the scope of work.

Motion by **Smoleska**, seconded by **Skelly** to APPROVE Case 24-10, a request for a Special Use for a major automobile repair facility at 1815 S. Beavon Blvd. (parcel #70-03-23-100-056) based on the information submitted for review.

Roll Call. All Yeas. **Motion Passed**

New Business: None

Old Business - Case 24-02, a request for a Site Plan Review of a major automotive repair facility at 1815 S. Beacon Blvd. (parcel #70-03-33-100-056)

Urquhart reintroduced the case. More detail was given than what was given at the pre-application meeting. The main concerns were with the building form, transparency, and setbacks which have been met, and the Fire Marshall has approved. Urquhart mentioned, that due to the fact of cross jurisdictional boundaries, there are different standard requirements regarding storm calculations and the detention pond located to the south would be satisfactory. Building form, Use, Parking, Signage and Lighting, Landscaping, Mechanical Screening, and Fire Protection would all be satisfactory according to requirements in the commercial district. This is the last parcel headed south on Beacon past Robbins Road. Transparency was reduced due to the fact, the parcel is tucked away and the widened ROW according to MDOT Standards. It also compliments the existing building which is good for an expansion of an existing business.

Pierce, Smoleska, Skelly, Kozanecki, and Borchers stated they had no questions or concerns.

Chair Dora spoke stating he could not find anything addressing the dumpster enclosure details specifically if there were any updates to it, or the materials used.

Both Urquhart and Pierce stated there was already an existing dumpster enclosure in the northwest corner. Pierce also added that the material is masonry, and the doors needed some additional work.

Motion made by **Pierce**, and seconded by **Kozanecki** to approve Case 24-02, a request for a site plan review for an automobile repair facility expansion at 1815 S. Beavon Blvd. (parcel #70-03-23-100-056) based on the information submitted for review, and subject to the following conditions:

1. *All conditions of the Fire Marshal and DPW shall be met.*
2. *Applicant shall provide written verification of approval of the detention pond design on parcel #70-03-33-100-023 from Grand Haven Charter Township.*
3. *Applicant shall provide the City with any recorded easement or agreement for the detention pond on parcel #70-03-33-100-023.*
4. *The dumpster enclosure meets the requirements set in 40-301-03H*

Role Call. All Yeas. **Motion Passed**

ZBA Liaison

Urquhart spoke stating long time member, Ryan Galligan said he could no longer serve as the PC Liaison to the Zoning Board of Appeals. There is currently an existing vacant seat on the ZBA. After email was sent, Amy Kozanecki responded stated she would be willing to accept the vacant seat for the Zoning Board of Appeals. Urquhart verified with the City Clerk, it would have to be formally on the record by the Planning Commission to a motion to formally make Kozanecki the liaison for the ZBA.

Motion by **Smoleska**, seconded by **Skelly** to nominate Amy Kozanecki as the zoning board liaison for the Planning Commission.

Role Call. All Yeas. **Motion Passed**

Zoning Board of Appeals Liaison Report:

Kozanecki said there was a meeting on March 27th, 2024. Urquhart spoke stating there was not a quorum in February. The meeting that was originally scheduled for the March 20th, 2024 was rescheduled due to members not being able to attend. The meeting will now take place on March 27th, 2024 at 7:00 pm. Urquhart also reported stating there would be two cases that will be presented as well as, an additional case for April.

City Planner Report:

On Monday, March 4th, the City Council formally approved the denial of the right-of-way vacation of Colfax Avenue between Ferry St. and Albee St. Grand Haven Christian Schools has elected to pursue other options for traffic control to put in a gate. Emails were sent to Public Works, Public Safety, and the City Manager on the process. The Planning Commission will no longer need to be involved.

The Chinook Pier RFP has been live since late January. The Planning Commission will be involved in the review of any submittals after the application period. The City anticipates to review submitted RFPs in April.

Due to a recent request from a stakeholder, we will likely hold a joint meeting with the HCDC regarding a potential redevelopment project. Staff will provide updates as needed. Urquhart felt as though it would be a great opportunity to meet together as we try to preserve, yet have ordinances and standards that need to be met for new developments.

Reminder we will hold a special meeting on Tuesday, March 19th at 6:00 pm. Please let me know if you will be unable to attend. There are a couple of items that are worthy of discussion. Urquhart plans to get a packet with background information by the end of the week.

Urquhart provided a link if anyone was interested in training opportunities provided by the Michigan Association of Planning. Members are encouraged to be up to date on things that are pertinent to decision-making. If interested, please contact City Planner.

Urquhart also included in Commissioner's packets a project tracking list. This is a running list that would help track outcomes, follow-ups to conditions, and keep tabs on various projects. This would also be a key

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for various departments to look at to make sure conditions are met before issuing a certificate of occupancy.

Lastly, Urquhart reported, depending on the outcome of the Special Work Session happening on March, 19th 2024, there will be a couple of things to discuss for April's Planning Commission Meeting.

Call to Audience; Second Opportunity:

None

Chair Dora introduced and welcomed, Dan Borchers as the new member for the Planning Commission.

Adjournment:

Chair Dora adjourned the meeting at 8:28 pm.

Melissa Bos, Executive Assistant to the City Manager

Melissa Bos 4/11/24

