



**CITY OF GRAND HAVEN
GRAND HAVEN, MICHIGAN
AGENDA FOR
REGULAR CITY COUNCIL MEETING
GRAND HAVEN CITY HALL*
COUNCIL CHAMBERS
519 WASHINGTON AVE
TUESDAY, JANUARY 16, 2024
7:30 PM**

1. MEETING CALLED TO ORDER

2. ROLL CALL

3. INVOCATION

A. Associate Pastor Kristine Aragon-Bruce, First Presbyterian Church of Grand Haven

4. PLEDGE OF ALLEGIANCE

5. REAPPOINTMENTS TO BOARDS & COMMISSIONS

ATTACHMENT A

A. Ron Streng, Cemetery Board, term ending June 30, 2028

B. Council Member Mike Fritz, Brownfield/Economic Development Corporation, term ending March 31, 2030

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.

9. PRESENTATION

10. CONSENT AGENDA

ATTACHMENT B

A. Approve Council Meeting minutes of December 18, 2023 and January 2, 2024.

B. Approve the bills memo in the amount of \$1,283,264.50

C. Approve Prein and Newhof as the Airport Civil Engineering Consultants and authorize staff to continue collaborating with this firm on all airport engineering/consultant

projects consistent with MDOT AERO and FAA project regulations and authorize the Mayor and City Clerk to execute the necessary documents.

- D. Approve a special event request to hold the East End Park Fundraiser in East Grand River Park on Saturday, June 22, 2024, allowing consumption of alcohol from 6:00 p.m. to 9:00 p.m. and amplified sound from 2:00 p.m. until 9:00 p.m. and apply up to a \$500 discount to the park rental fee as outlined in the City of Grand Haven's special event policy.

11. NEW BUSINESS

ATTACHMENT C

- A. Consideration by City Council to approve a lease agreement between the City and Capstone Real Estate, LLC with a term beginning on January 17, 2024, and authorize the Mayor and City Clerk to execute the necessary documents.

Administration recommends approval.

- B. Consideration by City Council of a resolution to consider an application to rezone 0.84 acres of 1.73 acres at 815 Verhoeks (parcel #70-03-28-019-010) from TI, Transitional Industrial to OS, Office Service.

Planning Commission recommends denial.

- C. Consideration by City Council of a resolution to consider release of an RFP for Chinook Pier on January 17, 2024.

Administration recommends approval

12. CORRESPONDENCE & BOARD MEETING MINUTES

ATTACHMENT D

- A. Cemetery Board Meeting Minutes of July 10, 2023
- B. Duncan Park Commission Meeting Minutes of November 28, 2023
- C. EDC/Brownfield Meeting Minutes of December 4, 2023 and December 6, 2023
- D. Harbor Board Meeting Minutes of January 16, 2024
- E. Human Relations Commission Meeting Minutes of October 26, 2023
- F. Northwest Ottawa Water System Meeting Minutes of August 16, 2023
- G. Parks and Recreation Meeting of September 6, 2023, October 4, 2023, and November 1, 2023
- H. Zoning Board of Appeals Meeting Minutes of January 17, 2024

13. REPORT BY CITY COUNCIL

14. REPORT BY CITY MANAGER

A. City Council Strategic Planning Session, January 17, 2024

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.

16. ADJOURNMENT

Attachment A

City of Grand Haven
Application for Consideration for Appointment to
Citizen Boards and Commissions

(Applications are kept on file for one year from date of completion)

Name RONALD D. STRENG Date 01/08/2024

Address 607 OAK RIDGE CT.

Telephone (Home) 616 606 8409 (Cell) _____ (Work) _____

E-Mail Address dachief,ret@gmail.com

I wish to be considered for ____ appointment or ☒ reappointment to the following Citizen Board(s) or Commission(s). (If selecting more than one board/commission, indicate order of preference --- "1" being first choice.)

____ Airport Board

____ Audit Review Committee

____ Board of Review

☒ Cemetery Board

____ Community Center Board

____ Compensation Commission

____ Construction Board of Appeals

____ Duncan Park Commission

____ Economic Develop. Corp. & Brownfield Redevelopment

____ Harbor Board

____ Historic Conservation District

____ Human Relations Commission

____ Loutit District Library Board

____ Main Street DDA

____ Musical Fountain Committee

____ Parks & Recreation Board

____ Planning Commission

____ Zoning Board of Appeals

____ Other: _____

Are you over 21 years of age?

☒ Yes ☐ No

Are you a resident of Grand Haven?

☒ Yes ☐ No

Are you a registered voter in the City of Grand Haven?

☒ Yes ☐ No

Educational Qualifications:

AA DEGREE MUSKIEGON COMMUNITY COLLEGE

Place of Employment: RETIRED MILITARY U.S.N.

Type of Work performed: AIR CRAFT LAUNCH & RECOVERY

Other experience that would assist you in performing the duties of a Board/Commission member:

LEADING CHIEF OF AIRDEPT VARIOUS
AIRCRAFT CARRIES

Please return complete form to: City Clerk's Office: 519 Washington Avenue, Grand Haven, MI 49417

From: [Maria Boersma](#)
To: [City Manager's Office](#)
Subject: Council Agenda Item- Mike Fritz Reappointment
Date: Wednesday, January 10, 2024 8:51:38 AM

Reappointment, term expiration March 31, 2030.

Maria Boersma, MiPMC
Grand Haven City Clerk
519 Washington Ave.
Grand Haven, MI 49417
(616) 847-4886

From: COGH Application to Serve [mailto:NoReply@grandhaven.org]
Sent: Wednesday, January 10, 2024 8:49 AM
To: Maria Boersma <mariaboersma@grandhaven.org>; McKenzie Boersema <mboersema@grandhaven.org>; Anna Darwin <adarwin@grandhaven.org>; Bob Monetza <bmonetza@grandhaven.org>; Kevin McLaughlin <kmclaughlin@grandhaven.org>
Subject: COGH Application to Serve

The following application came through the Application to Serve form at GrandHaven.org.

First Name **Michael**

Last Name **Fritz**

Home Address **225 Clinton ave.**

City **Grand haven**

State **MI**

Zip / Post Code **49417**

Primary Phone **(616) 842-2409**

Alternate Phone

Email mfritz@grandhaven.org

Application Choice(s) for Citizen Board/Commission **Brownfield/Economic Development Corporation,**

Are you over 21 years of age? **Yes**

Are you a resident of the City of Grand Haven? **Yes**

Are you a registered voter in the City of Grand Haven? **Yes**

Educational Qualifications

Place of Employment

Type of Work Performed

Please List Other Relevant Experience

Attachment B

**CITY OF GRAND HAVEN
GRAND HAVEN, MICHIGAN
REGULAR CITY COUNCIL MEETING
MONDAY, DECEMBER 18, 2023**

The Regular Meeting of the Grand Haven City Council was called to order at 7:30 p.m. by Mayor Bob Monetza in the Council Chambers of City Hall, 519 Washington Ave.

Present: Council Members Mike Fritz, Karen Lowe, Kevin McLaughlin, Mayor Pro-tem Ryan Cummins, and Mayor Bob Monetza.

Absent:

Others Present: City Manager Ashley Latsch, City Clerk Maria Boersma, City Attorney Ronald Bultje, Assistant City Manager Tim Price, Finance Director Emily Greene, Public Works Director Derek Gajdos, Facilities Manager Doug Lang, and Special Events/Project Manager Dana Kollwehr.

INVOCATION/PLEDGE OF ALLEGIANCE

Pastor Emmett Brown, Trinity Reformed Church

REAPPOINTMENTS TO BOARDS & COMMISSIONS

23-292 Council Member **McLaughlin** moved, seconded by Council Member **Lowe** to reappoint Todd Anthes to the Main Street Downtown Development Authority with a term ending June 30, 2026.

Roll Call Vote:

This motion carried unanimously.

APPROVAL OF CONSENT AND REGULAR AGENDAS

23-293 Council Member **Fritz** moved, seconded by Council Member **McLaughlin** to approve the agendas with amendments to the November 20, 2023 minutes to correct the Finance Committee term lengths.

Roll Call Vote:

This motion carried unanimously.

FIRST CALL TO AUDIENCE

Jim Hagen, 400 Lake: Commented on sidewalk slope, specifically on Howard.

CONSENT AGENDA

23-294 Approve the special work session and regular council meeting minutes of November 20 (as amended) and December 4, 2023.

23-295 Approve the bills memo in the amount of \$1,269,548,65.

Attachment A

23-296 Approve snowplowing service agreement renewals with Stickney Woods, Scheifele Ridge, and Woodside Drive neighborhood associations and authorize the Mayor and City Clerk to execute the necessary documents.

23-297 Approve a Coastal Zone Management Grant Agreement with an award amount of \$59,740.32 for Harbor Island Redevelopment Planning and Engagement and authorize the Mayor and City Clerk to execute the necessary documents.

23-298 Approve a special event request to hold the Grand Armory Food Truck event in front of the Grand Armory Brewing Company at 17 S. 2nd Street, as depicted on the submitted map, during the Grand Armory's hours of operation from December 19th through January 31, 2024.

23-299 Approve the fourth amendment to the emergency medical services contract with Trinity Health Grand Haven Hospital and authorize the Mayor and City Clerk to execute the necessary documents.

23-300 Approve the 2023 City of Grand Haven Emergency Support Operations Plan and authorize the Mayor and City Clerk the execute the necessary documents.

23-301 Adopt the Lake Forest Cemetery Rules and Regulations as recommended by the Cemetery Board.

23-302 Appoint Krista Jackson of Smith, Haughey, Rice, and Roegge as special legal counsel for the purpose of reviewing PFAS litigation settlement agreements.

Council Member **Fritz** moved, seconded by Council Member **Lowe** to approve the Consent Agenda as amended.

Roll Call Vote:

This motion carried unanimously.

PUBLIC HEARING

The Mayor opens the public hearing concerning adoption of the Brownfield Plan for the Grand Power Works (former Diesel Plant) project, located at 518 S Harbor Drive, Grand Haven, MI 49417, for a period of 20 years.

Roman Wilson from Fishbeck presented on the Brownfield Plan brought forth by Grand Power Works.

After hearing no further comment, the Mayor closed the Public Hearing.

Council Member **Fritz** moved, seconded by Council Member **Lowe** to approve and adopt the Brownfield Plan for the Grand Power Works (former Diesel Plant) project, located at 518 S Harbor Drive, Grand Haven, MI 49417, for a period of 20 years.

Council Member **McLaughlin** moved, seconded by Mayor Pro-tem **Cummins** to amend the Brownfield Plan and adjust the interest rate from 5% to 2.5%.

Roll Call Vote:

Ayes: McLaughlin, Cummins.

Nays: Fritz, Lowe, Monetza.

This motion failed.

23-303 Council Member Fritz moved, seconded by Council Member Lowe to approve and adopt the Brownfield Plan for the Grand Power Works (former Diesel Plant) project, located at 518 S Harbor Drive, Grand Haven, MI 49417, for a period of 20 years.

Roll Call Vote:

Ayes: Fritz, Lowe, Cummins, Monetza.

Nays: McLaughlin.

This motion carried.

NEW BUSINESS

23-304 Council Member **McLaughlin** moved, seconded by Council Member **Fritz** to approve a buy-sell agreement with Capstone for the purchase, preservation, and development of city property located at 18-20 N. 5th Street and authorize the Mayor and City Clerk to execute the necessary documents.

Roll Call Vote:

This motion carried unanimously.

23-305 Council Member **McLaughlin** moved, seconded by Council Member **Lowe** to approve the fee schedule amendments for special events and the boat launch, as presented, effective January 1, 2024, through December 31, 2024, and authorize the Mayor and City Clerk to execute the necessary documents.

Roll Call Vote:

This motion carried unanimously.

REPORT BY CITY COUNCIL

Council Member McLaughlin wished everyone a Merry Christmas.

Council Member Lowe wished everyone Merry Christmas and a happy and safe holiday.

Council Member Fritz shared the appreciation dinner for employees was a great event and well attended and thanked everyone who participated.

Mayor Pro-tem Cummins thanked the East End Association and staff for work on the tree lighting event. The Momentum Center Open House was a huge success, Mayor Pro-tem Cummins expressed his gratitude for their work. Mayor Pro-tem Cummins also attended the open house for the community energy plan and thanked staff and volunteer. Lastly, Mayor Pro-tem Cummins thanked staff for their work on receiving grant dollars for Sluka Field.

Mayor Monetza shared he attended the community energy plan open house, gave updates on the depot accident repair and congratulated Jennifer Smelker for obtaining a Master Citizen Planner certificate.

CITY MANAGER REPORT

City Manager Latsch invited everyone to check out the new Harbor Island website, and shared that the New Year's Eve event would take place from 9:00 p.m. - 12:00 a.m.

CALL TO AUDIENCE SECOND OPPORTUNITY

Jim Hagen, 400 Lake: Commented on the Diesel Plant and the process for approving incentives for projects, and thanked Council Members McLaughlin and Fritz for their comments during discussions.

CLOSED SESSION

Council Member **McLaughlin** moved, seconded by Council Member **Fritz** to enter into closed session at 8:50 p.m. for the purpose of reviewing an attorney opinion pursuant to Section 8(1)(h) of the Open Meetings Act.

Roll Call Vote:

This motion carried unanimously.

Council Member **Fritz** moved, seconded by Council Member **Lowe** to exit Closed Session at 10:01 p.m.

Roll Call Vote:

This motion carried unanimously.

ADJOURNMENT

After hearing no further business, Mayor Monetza adjourned the meeting at 10:02 p.m.

Robert Monetza, Mayor

Maria Boersma, City Clerk

Regular City Council Meeting Minutes
Monday, December 18, 2023
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Attachment A

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

12.18.23

NEW FUND NUMBER	FUND NAME	WARRANT 12.06.23	WARRANT 12.13.23	ACH WARRANT 12.13.23	CREDIT CARD WARRANT 12.12.23	TOTALS
101	General Fund	\$76,069.50	\$51,605.24	\$48,539.96	\$10,906.86	\$187,121.56
151	Cemetery Fund	\$0.00	\$3,468.00	\$0.00	\$0.00	\$3,468.00
202	Major Street Fund	\$2,283.98	\$3,189.18	\$16,061.89	\$0.00	\$21,535.05
203	Local Street Fund	\$44,015.08	\$102.93	\$10,376.89	\$0.00	\$54,494.90
225	Land Acquisition Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
242	Brfd LSRF TIF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
243	Brownfield Redevelopment Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
243	BRA Peerless Flats EGLE Loan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
244	Econ. Dev. Corp. Fund	\$28,563.65	\$0.00	\$0.00	\$0.00	\$28,563.65
245	Downtown TIF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
246	GLTIF Spec Rev Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
248	Main St Dist Dev	\$9,034.86	\$3,589.10	\$0.00	\$2,493.75	\$15,117.71
272	UTGO Inf Spec Rev Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
273	LTGO Bond Rev Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
274	2015 UTGO Bond Rev	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
276	LightHouse Maintenance Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
278	Community Land Trust	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
310	Assessment Bond Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
351	Operating Debt Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
352	Brownfield TIF Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
355	GLTIF Debt Serv Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
369	Building Auth Debt Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
372	UTGO Inf Debt Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
373	LTGO Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
374	2015 UTGO Bond Debt Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
384	2020 LTGO Bond - Warber Drain	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
394	Downtown TIF Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
401	Public Improvements Fund	\$50,472.90	\$1,504.00	\$25,057.90	\$705.22	\$77,740.02
402	Fire Truck Replacement Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
403	Brownfield TIF Const	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
404	Downtown TIF Const.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
410	Harbor Island	\$0.00	\$0.00	\$82,449.56	\$0.00	\$82,449.56
455	G/L TIF Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
456	UTGO Inf Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
457	LTGO Bond Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
458	2015 UTGO Bond Inf Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
469	Building Auth. Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
508	North Ottawa Rec Authority	\$0.00	\$0.00	\$0.00	\$315.64	\$315.64
509	Sewer Authority Operations	\$14,938.03	\$33,183.67	\$9,210.45	\$531.32	\$57,863.47
509	Sewer Authority SL Force Mn	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
509	Sewer Authority Plant Mod	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
509	GH/SL SA-2013 Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
509	GH/SL SA-SLPS/Force Main Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
509	GH/SL SA-Local Lift Station Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
509	GH/SL SA-2018 Plant Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
510	NOWS Operating	\$54,354.31	\$2,626.99	\$2,730.72	\$0.00	\$59,712.02
510	NOWS Plant Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
510	NOWS Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
535	Housing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
572	Chinook Pier Rental Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
581	Airpark Fund	\$1,108.73	\$5,442.00	\$0.00	\$0.00	\$6,550.73
590	City Sewer Fund	\$145,201.27	\$2,630.83	\$31,617.62	\$0.00	\$179,449.72
591	City Water Fund	\$20,382.97	\$258,865.87	\$37,862.47	\$119.07	\$317,230.38
594	City Marina Fund	\$3,001.26	-\$41.14	\$446.29	\$195.53	\$3,601.94
597	City Boat Launch Fund	\$0.00	\$160.00	\$520.00	\$0.00	\$680.00
661	Motorpool Fund	\$6,549.82	\$4,957.10	\$28,268.47	\$0.00	\$39,775.39
677	Self Insurance Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
678	OPEB/Retiree Benefits Fund	\$327.09	\$0.00	\$0.00	\$0.00	\$327.09
679	Health Benefit Fund	\$6,548.99	\$0.00	\$0.00	\$0.00	\$6,548.99
701	Trust & Agency Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
703	Tax Collection Fund	\$119,128.89	\$10.00	\$7,863.94	\$0.00	\$127,002.83
704	Payroll Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$581,981.33	\$371,293.77	\$301,006.16	\$15,267.39	\$1,269,548.65

\$1,269,548.65 Total Approved Bills

\$133,878.91 Minus eligible bills for release without prior approval: including Utility,

\$1,135,669.74 Retirement, Insurance, Health Benefit, and Tax Collection Funds

**CITY OF GRAND HAVEN
GRAND HAVEN, MICHIGAN
REGULAR CITY COUNCIL MEETING
TUESDAY, JANUARY 2, 2024**

The Regular Meeting of the Grand Haven City Council was called to order at 7:30 p.m. by Mayor Bob Monetza in the Council Chambers of City Hall, 519 Washington Ave.

Present: Council Members Mike Fritz, Karen Lowe, Mayor Pro-tem Ryan Cummins, and Mayor Bob Monetza.

Absent: Council Member Kevin McLaughlin

Others Present: City Manager Ashley Latsch, City Clerk Maria Boersma, and Assistant City Manager Tim Price.

INVOCATION/PLEDGE OF ALLEGIANCE

Pastor Emmett Brown, Trinity Reformed Church

APPOINTMENTS TO BOARDS & COMMISSIONS

APPROVAL OF CONSENT AND REGULAR AGENDAS

24-001 Council Member **Lowe** moved, seconded by Council Member **Fritz** to approve the agendas as presented.

Roll Call Vote:

This motion carried unanimously.

FIRST CALL TO AUDIENCE

Jim Hagen, 400 Lake: Commented on the Lease Agreement and License Agreement on the Consent Agenda.

Jim Kidd, 1350 Pennoyer: Commented on rental registration fees.

CONSENT AGENDA

24-002 Approve the bills memo in the amount of \$934,790.00.

24-003 Approve a lease agreement between J & M Marina, LLC and the City of Grand Haven for the Marina's continued usage of parcel number 70-03-21-274-008 and authorize the Mayor and City Clerk to execute the necessary documents.

24-004 Approve the extension of a license agreement between the City of Grand Haven and Grand Haven Storage, LLC for the continued use of the Hopkins Street right-of-way and authorize the Mayor and City Clerk to execute the necessary documents.

24-005 Ratify the MPPA Energy Services Power Purchase Commitments, as approved by the Board of Light and Power.

Council Member **Fritz** moved, seconded by Council Member **Lowe** to approve the Consent Agenda as presented.

Roll Call Vote:

This motion carried unanimously.

NEW BUSINESS

REPORT BY CITY COUNCIL

Mayor Pro-tem Cummins wished everyone a Happy New Year and thanked staff on the New Year's Eve Ball Drop event.

Council Member Fritz wished a Happy New Year to everyone.

Council Member Lowe wished everyone a Happy New Year

Mayor Monetza wished everyone a Happy New Year and thanked staff for their work on the New Year's Eve event.

CITY MANAGER REPORT

City Manager Latsch thanked DPW, DPS, and Assistant Manager Tim Price for organizing the New Year's Eve event and issued a special thanks to Brad Boyink for providing stage lighting. City Manager Latsch reported the RFPs for Downtown Parking and the Beach Kiosk will be closing shortly.

CALL TO AUDIENCE SECOND OPPORTUNITY

Paul Kerry, 1616 Sheldon: Commented on deer overpopulation in Grand Haven.

ADJOURNMENT

After hearing no further business, Mayor Monetza adjourned the meeting at 7:42 p.m.

Robert Monetza, Mayor

Maria Boersma, City Clerk

Regular City Council Meeting Minutes
Tuesday, January 2, 2024
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Attachment A

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

01.02.24

NEW FUND NUMBER	FUND NAME	WARRANT 12.20.23	WARRANT 12.27.23	ACH WARRANT 12.27.23	TOTALS
101	General Fund	\$23,315.36	\$30,019.14	\$5,639.63	\$58,974.13
151	Cemetery Fund	\$0.00	\$0.00	\$0.00	\$0.00
202	Major Street Fund	\$882.02	\$479.01	\$12,393.48	\$13,754.51
203	Local Street Fund	\$0.00	\$0.00	\$1,559.02	\$1,559.02
225	Land Acquisition Fund	\$0.00	\$0.00	\$0.00	\$0.00
242	Brfd LSRRF TIF	\$0.00	\$0.00	\$0.00	\$0.00
243	Brownfield Redevelopment Fund	\$0.00	\$0.00	\$0.00	\$0.00
243	BRA Peerless Flats EGLE Loan	\$0.00	\$0.00	\$0.00	\$0.00
244	Econ. Dev. Corp. Fund	\$50,000.00	\$0.00	\$0.00	\$50,000.00
245	Downtown TIF	\$0.00	\$0.00	\$0.00	\$0.00
246	GLTIF Spec Rev Fund	\$0.00	\$0.00	\$0.00	\$0.00
248	Main St Dist Dev	\$247.76	\$0.00	\$0.00	\$247.76
272	UTGO Inf Spec Rev Fund	\$0.00	\$0.00	\$0.00	\$0.00
273	LTGO Bond Rev Fund	\$0.00	\$0.00	\$0.00	\$0.00
274	2015 UTGO Bond Rev	\$0.00	\$0.00	\$0.00	\$0.00
276	LightHouse Maintenance Fund	\$0.00	\$0.00	\$0.00	\$0.00
278	Community Land Trust	\$0.00	\$0.00	\$0.00	\$0.00
310	Assessment Bond Fund	\$0.00	\$0.00	\$0.00	\$0.00
351	Operating Debt Fund	\$0.00	\$0.00	\$0.00	\$0.00
352	Brownfield TIF Debt	\$0.00	\$0.00	\$0.00	\$0.00
355	GLTIF Debt Serv Fund	\$0.00	\$0.00	\$0.00	\$0.00
369	Building Auth Debt Fund	\$0.00	\$0.00	\$0.00	\$0.00
372	UTGO Inf Debt Fund	\$0.00	\$0.00	\$0.00	\$0.00
373	LTGO Debt	\$0.00	\$0.00	\$0.00	\$0.00
374	2015 UTGO Bond Debt Fund	\$0.00	\$0.00	\$0.00	\$0.00
384	2020 LTGO Bond - Warber Drain	\$0.00	\$0.00	\$0.00	\$0.00
394	Downtown TIF Debt	\$0.00	\$0.00	\$0.00	\$0.00
401	Public Improvements Fund	\$0.00	\$0.00	\$28.66	\$28.66
402	Fire Truck Replacement Fund	\$0.00	\$0.00	\$0.00	\$0.00
403	Brownfield TIF Const	\$0.00	\$0.00	\$0.00	\$0.00
404	Downtown TIF Const.	\$0.00	\$0.00	\$0.00	\$0.00
410	Harbor Island	\$0.00	\$0.00	\$0.00	\$0.00
455	G/L TIF Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00
456	UTGO Inf Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00
457	LTGO Bond Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00
458	2015 UTGO Bond Inf Fund	\$0.00	\$0.00	\$0.00	\$0.00
469	Building Auth. Fund	\$0.00	\$0.00	\$0.00	\$0.00
508	North Ottawa Rec Authority	\$0.00	\$0.00	\$0.00	\$0.00
509	Sewer Authority Operations	\$3,222.84	\$141,645.62	\$156.16	\$145,024.62
509	Sewer Authority SL Force Mn	\$0.00	\$0.00	\$0.00	\$0.00
509	Sewer Authority Plant Mod	\$0.00	\$0.00	\$0.00	\$0.00
509	GH/SL SA-2013 Debt	\$0.00	\$0.00	\$0.00	\$0.00
509	GH/SL SA-SLPS/Force Main Debt	\$0.00	\$0.00	\$0.00	\$0.00
509	GH/SL SA-Local Lift Station Debt	\$0.00	\$0.00	\$0.00	\$0.00
509	GH/SL SA-2018 Plant Debt	\$0.00	\$0.00	\$0.00	\$0.00
510	NOWS Operating	\$17,437.67	\$20,433.39	\$3,098.18	\$40,969.24
510	NOWS Plant Debt	\$0.00	\$0.00	\$0.00	\$0.00
510	NOWS Replacement	\$0.00	\$0.00	\$0.00	\$0.00
535	Housing Fund	\$0.00	\$0.00	\$0.00	\$0.00
572	Chinook Pier Rental Fund	\$0.00	\$0.00	\$0.00	\$0.00
581	Airpark Fund	\$181.64	\$904.80	\$0.00	\$1,086.44
590	City Sewer Fund	\$124,893.05	\$862.46	\$1,515.50	\$127,271.01
591	City Water Fund	\$87,900.11	\$436.27	\$2,483.65	\$90,820.03
594	City Marina Fund	\$365.23	\$2,814.87	\$0.00	\$3,180.10
597	City Boat Launch Fund	\$0.00	\$0.00	\$0.00	\$0.00
661	Motorpool Fund	\$81,700.08	\$653.48	\$49,859.75	\$132,213.31
677	Self Insurance Fund	\$0.00	\$0.00	\$0.00	\$0.00
678	OPEB/Retiree Benefits Fund	\$0.00	\$0.00	\$0.00	\$0.00
679	Health Benefit Fund	\$0.00	\$0.00	\$0.00	\$0.00
701	Trust & Agency Fund	\$0.00	\$0.00	\$0.00	\$0.00
703	Tax Collection Fund	\$252,221.87	\$626.93	\$16,812.59	\$269,661.39
704	Payroll Fund	\$0.00	\$0.00	\$0.00	\$0.00
		\$642,367.63	\$198,875.97	\$93,546.62	\$934,790.22

\$934,790.22 Total Approved Bills

\$269,661.39 Minus eligible bills for release without prior approval: including Utility,

\$665,128.83 Retirement, Insurance, Health Benefit, and Tax Collection Funds

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

01.16.24

NEW FUND NUMBER	FUND NAME	WARRANT 01.03.24	WARRANT 01.10.24	ACH WARRANT 01.10.24	CREDIT CARD WARRANT 01.09.24	TOTALS
101	General Fund	\$21,518.68	\$57,448.13	\$16,808.51	\$11,667.73	\$107,443.05
151	Cemetery Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
202	Major Street Fund	\$3,378.90	\$10,282.70	\$33,231.06	\$0.00	\$46,892.66
203	Local Street Fund	\$0.00	\$280.70	\$7,747.18	\$0.00	\$8,027.88
225	Land Acquisition Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
242	Brfd LSRRF TIF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
243	Brownfield Redevelopment Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
243	BRA Peerless Flats EGLE Loan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
244	Econ. Dev. Corp. Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
245	Downtown TIF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
246	GLTIF Spec Rev Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
248	Main St Dist Dev	\$5,901.03	\$8,387.90	\$0.00	\$335.34	\$14,624.27
272	UTGO Inf Spec Rev Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
273	LTGO Bond Rev Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
274	2015 UTGO Bond Rev	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
276	LightHouse Maintenance Fund	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
278	Community Land Trust	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
310	Assessment Bond Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
351	Operating Debt Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
352	Brownfield TIF Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
355	GLTIF Debt Serv Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
369	Building Auth Debt Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
372	UTGO Inf Debt Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
373	LTGO Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
374	2015 UTGO Bond Debt Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
384	2020 LTGO Bond - Warber Drain	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
394	Downtown TIF Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
401	Public Improvements Fund	\$0.00	\$18,978.97	\$17,705.19	\$0.00	\$36,684.16
402	Fire Truck Replacement Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
403	Brownfield TIF Const	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
404	Downtown TIF Const.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
410	Harbor Island	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
455	G/L TIF Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
456	UTGO Inf Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
457	LTGO Bond Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
458	2015 UTGO Bond Inf Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
469	Building Auth. Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
508	North Ottawa Rec Authority	\$0.00	\$0.00	\$0.00	\$241.72	\$241.72
509	Sewer Authority Operations	\$55,086.85	\$46,854.20	\$515.82	\$460.55	\$102,917.42
509	Sewer Authority SL Force Mn	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
509	Sewer Authority Plant Mod	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
509	GH/SL SA-2013 Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
509	GH/SL SA-SLPS/Force Main Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
509	GH/SL SA-Local Lift Station Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
509	GH/SL SA-2018 Plant Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
510	NOWS Operating	\$54,399.56	\$3,159.66	\$12,321.51	\$59.58	\$69,940.31
510	NOWS Plant Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
510	NOWS Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
535	Housing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
572	Chinook Pier Rental Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
581	Airpark Fund	\$39,699.70	\$1,338.77	\$0.00	\$0.00	\$41,038.47
590	City Sewer Fund	\$6,611.13	\$4,121.46	\$10,759.98	\$0.00	\$21,492.57
591	City Water Fund	\$6,636.90	\$208,382.28	\$32,219.30	\$650.00	\$247,888.48
594	City Marina Fund	\$129.99	\$537.71	\$0.00	\$0.00	\$667.70
597	City Boat Launch Fund	\$0.00	-\$24.95	\$0.00	\$0.00	-\$24.95
661	Motorpool Fund	\$10,684.14	\$2,950.14	\$163,198.41	\$1,334.94	\$178,167.63
677	Self Insurance Fund	\$54,014.00	\$0.00	\$0.00	\$0.00	\$54,014.00
678	OPEB/Retiree Benefits Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
679	Health Benefit Fund	\$0.00	\$1,217.80	\$141.75	\$0.00	\$1,359.55
701	Trust & Agency Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
703	Tax Collection Fund	\$10.00	\$329,064.31	\$22,315.27	\$0.00	\$351,389.58
704	Payroll Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$258,070.88	\$692,979.78	\$317,463.98	\$14,749.86	\$1,283,264.50

\$1,283,264.50 Total Approved Bills

\$406,763.13 Minus eligible bills for release without prior approval: including Utility,

\$876,501.37 Retirement, Insurance, Health Benefit, and Tax Collection Funds

Grand Haven Memorial Airport

MEMO TO: Ashley Latsch, City Manager
FROM: Tom Manderscheid
DATE: January 2, 2024
SUBJECT: City Council Agenda Item for January 15, 2024: Airport Consultant Recommendation

BACKGROUND

The Federal Aviation Administration and MDOT/AERO require the City of Grand Haven to procure a consultant every five years by using specific criteria. In 2023 we selected five people to serve on a selection committee. We advertised for Engineering Firms that would function as the City's consultant on federally funded Airport projects. We received only one firm, Prein & Newhof that indicated an interest and submitted an RFQ. We spoke to our MDOT AERO Project Manager about the lack of interest in submittal. MDOT indicated if we were comfortable with our submittal it would be acceptable.

In 2020, a Michigan Pavement Management Report was conducted at the Airport and the findings were released in May 2021, In the report it stated that our crosswind runway 18/36 and some taxiways pavement condition index ratings received some low ratings and will soon need major rehabilitation work performed. This was all discussed with MDOT AERO at our annual MAP meeting and was considered at safety factor and must be addressed in or Capital Improvement Plan using Federal/State entitlement and local dollars, 90%/5%/5%.When we advertised for an Engineering Firm we incorporated all Federal/State/Local projects in the next five years,

Since Prein & Newhof received high marks from the Selection Committee they felt the need not go through the process again. Their organization has the size and scope of performing all the work outlined in our public notice of federal projects at the Grand Haven Memorial Airport.


The Airport Board recommends Prein and Newhof.

RECOMMENDATION

Consideration by City Council of a resolution to approve Prein and Newhof as the Airport Civil Engineering Consultants and authorize staff to continue collaborating with this firm on all airport engineering/ consultant projects consistent with MDOT AERO and FAA project regulations, authorizing the Mayor to execute the necessary documents.
Attachments

Grand Haven Memorial Airport

MEMO TO: Ashley Latsch, City Manager

FROM: Tom Manderscheid 

DATE: January 2, 2024

SUBJECT: City Council Agenda Item for January 15, 2024: Airport Consultant Recommendation

BACKGROUND

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Since Prein & Newhof received high marks from the Selection Committee they felt the need not go through the process again. Their organization has the size and scope of performing all the work outlined in our public notice of federal projects at the Grand Haven Memorial Airport.

The Airport Board recommends Prein and Newhof.

RECOMMENDATION

Consideration by City Council of a resolution to approve Prein and Newhof as the Airport Civil Engineering Consultants and authorize staff to continue collaborating with this firm on all airport engineering/ consultant projects consistent with MDOT AERO and FAA project regulations, authorizing the Mayor to execute the necessary documents.
Attachments

CONSULTANT SELECTION PROCESS RECORD

Airport Name: Grand Haven Memorial Airport

Sponsor: City of Grand Haven

Content of Sponsor's advertisement for Professional Services was reviewed and approved by MDOT-Aeronautics Project Manager prior to posting:

Yes
No

Date advertisement was posted: From: 1-15-2023 To: 2-15-2023

Where was advertisement posted?

MOOT / AERO web site

The following Consulting Firms responded to advertisement with Statements of Qualification:

<u>Prein & Newhof</u>	

The following Consulting Firms were solicited directly by Sponsor:

<u>NONE</u>	

The following Consulting Firms were requested by Sponsor to submit Proposals or additional information:

NONE

The following Consulting Firms were selected by Sponsor for interviews (if applicable):

Prein & Newhof

Sponsor's Ranking of Consulting Firms:

Prein & Newhof (Most Qualified)

(Least Qualified)

Firms were ranked based on: (please check all that apply)

☒ Face-to-Face Interviews

Telephone Interviews

☒ Information included in Proposals.

☒ Information included in Statements of Qualification

Other _____ (describe)

Selection Panel Members:

Ashley Latsch City Manager
Earle Barrs Airport Manager
Ben Emmenga Airport Board
Chris Kostand Airport Board

Tom Manderscheid Transportation Board member

Qualifications-Based Selection procedures were used in conducting this Professional Services selection process, and fees for consultant services were not a consideration. Negotiation of fees for consultant services will be performed on a contract-by-contract basis at the time those services are required.

Sponsor Authorized Representative

Date

Title Mayor, City of Grand Haven

City Clerk, City of Grand Haven

PLEASE ATTACH COPY OF SPONSOR ADVERTISEMENT FOR PROFESSIONAL SERVICES.

PLEASE ATTACH COPIES OF SPONSOR FINAL CONSENSUS (OVERALL) SCORING SHEETS THAT WERE USED IN THE RANKING OF EACH CONSULTING FIRM.

PLEASE ATTACH COPY OF SPONSOR NOTIFICATION LETTER TO SUCCESSFULLY SELECTED CONSULTING FIRM.

PLEASE COMPLETE AND SIGN THIS FORM AND SUBMIT IT TO YOUR MDOT-AERONAUTICS PROJECT MANAGER, ALONG WITH THE ATTACHMENTS LISTED ABOVE. THIS FORM AND THE ASSOCIATED ATTACHMENTS MAY BE SCANNED AND FORWARDED TO YOUR PROJECT MANAGER ELECTRONICALLY AS A .pdf FILE.

IMPORTANT!! - PLEASE KEEP ON FILE ALL RECORDS ASSOCIATED WITH THIS SELECTION PROCESS. YOUR SELECTION PROCESS MAY BE AUDITED AT ANY TIME IN THE FUTURE BY THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) AND/OR THE FEDERAL AVIATION ADMINISTRATION (FAA). FAILURE TO PROVIDE PROPER DOCUMENTATION MAY RESULT IN THE DETERMINATION OF QUESTIONABLE COSTS AND THE POTENTIAL REQUIREMENT TO REIMBURSE MDOT AND THE FAA THE STATE AND FEDERAL SHARE OF ASSOCIATED PROJECT GRANTS.

Airport Consultant Advertisement City of Grand Haven, Michigan

The City of Grand Haven intends to select a consultant to assist in airport development projects. Interested consulting firms are requested to submit a Statement of Qualifications (SOQ) five copies to Maria Boersma, City of Grand Haven, 519 Washington Avenue, Grand Haven, Michigan 49417 no later than 5:00pm on February 15, 2023. The SOQ should demonstrate the consultant's interest in providing airport planning, architectural/engineering design, the construction administration services focused on the City of Grand Haven's current Five-Year Airport Capital Improvement Plan (ACIP). Services will include general consulting and advisement on airport development issues including assistance in the following projects:

- Design rehabilitation of runway 18/36
- Construction of rehabilitation of runway 18/36
- Design of new hangar
- Acquire easement for approaches E65 and E66 land acquisition
- Sitework construction of new hangar
- Crack sealing
- Obstruction marking /Lighting/Removal for E65 And E66 parcels
- Construction of new hangar

Services associated with the above project list, such as minor ALP Updates, programming, drainage improvements, environmental review, approach clearing, paint marking, crack sealing, NAVAID/electrical, land acquisition, and or planning/user survey studies may be performed in association with the listed projects as funding and constructability allow. From time to time projects develop as a result of airport inspection, letters of correction and/or emergency circumstances. The selected consultant may be asked to perform said additional work as part of this procurement action.

This is a Quality Based Selection process, and services for each project will be negotiated independently. SOQ submittals shall exclude fees or costs. Not all the services or development items listed in this advertisement may be contracted nor eventually required. The Sponsor reserves the right to initiate additional procurement action for any services included in this procurement, but not under contract.

Firms will be ranked in areas such as: familiarity and understanding of the airport needs; key personnel professional qualifications; firms ability to provide contact person with demonstrated aviation experience and overall project coordination; knowledge/familiarity with FAA and State regulations, policies, and procedures; and success of recent projects. Awards or special recognition achieved by the firm should be highlighted.

Firms should demonstrate their reputation with other airports, by providing at least three airport references with the State of Michigan. Additional information may be requested from the top selected firm or firms. Interviews may be conducted at the discretion of the Sponsor.

Projects are anticipated to be initiated between 2023-2027. Projects are expected to be completed over several years and funded in full or in part with funds and/or multiple grants from the Federal Aviation Administration, State of Michigan, and/or local sources. The selected firm will be subject to all state and federal requirements.

Land acquisition consultant services necessary to acquire easements for approach clearing of existing approaches as depicted in the approved airport layout plan (ALP) is included in this advertisement provided the work is completed by a qualified and properly licensed land acquisition consultant. Land acquisition consultant services necessary for any new development project or new approaches not specifically described in this advertisement shall not be performed by the consultant selected under this advertisement and will require the sponsor to advertise for and select a separate qualified and properly licensed land acquisition consultant.

Questions can be directed to: Tom Manderscheid, City of Grand Haven, Transportation Coordinator, 519 Washington Avenue, Grand Haven, MI 49417. E-mail address: Tmanderscheid@grandhaven.org. Cell: 616-402-1637.

Exhibit VI - continued Suggested Selection Criteria

Airport: Grand Haven Memorial Airport

Date: 2-22-23

Composite Interview Scoring Summary

	Firm 1 -	Firm 2 -	Firm 3 -	Firm 4 -	Firm 5 -
Interviewer 1	33				
Interviewer 2	35				
Interviewer 3	33				
Interviewer 4	35				
Interviewer 5	33				
Grand Total	169				

(Note: For use in compiling all scores of firms participating in the interview process. Enter the grand total for each firm as recorded by each interviewer on the interview score sheet.)



PREI&NE-01

JFURMAN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/8/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Linkfield & Cross Insurance Agency, Inc. 1600 E. Beltline NE Suite 211 Grand Rapids, MI 49525	CONTACT NAME:	
	PHONE (A/C, No, Ext): (616) 447-2777 FAX (A/C, No): (616) 414-8531	
INSURED PREIN & NEWHOF, INC. 3355 EVERGREEN NE GRAND RAPIDS, MI 49525	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Michigan Insurance Company	10857
	INSURER B: West Bend Mutual Insurance Co.	15350
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CPJ9163216	12/31/2022	12/31/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			CCJ9163216	12/31/2022	12/31/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			CXJ9163216	12/31/2022	12/31/2023	EACH OCCURRENCE \$ AGGREGATE \$ 10,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	A220942	12/31/2022	12/31/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Property			CPJ9163216	12/31/2022	12/31/2023	LIMIT \$ 800,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER CITY OF GRAND HAVEN 519 WASHINGTON AVE. GRAND HAVEN, MI 49417	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/10/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Professional Underwriters, Inc 39475 13 Mile Road, Suite 106 Novi MI 48377	CONTACT NAME: Leah Fritch	
	PHONE (A/C, No, Ext): 248-553-8300	FAX (A/C, No): 248-553-8305
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Berkley Insurance Company		32603
INSURED PREIN-1 Prein & Newhof, Inc. 3355 Evergreen Drive, N.E. Grand Rapids MI 49525	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 373919596

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	\$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG	\$
	OTHER:							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE	\$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
A	Prof. Liability Claims Made Basis Pollution Liability			AEC-9070252-05	9/5/2023	9/5/2024	Per Claim Aggregate	\$3,000,000 \$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

City of Grand Haven
519 Washington Ave
Grand Haven MI 49417

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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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: January 4, 2024

SUBJECT: East End Park Fundraiser (NEW)

Dave Palmer has submitted a request to host a fundraising event at East End Park on Saturday, June 22, 2024, from 2:00 pm until 9:00 pm. The event is divided into two parts. The first half will be held from 2 pm until 5 pm with free musical activities and games for kids and families. The second half will feature live music and a beer tent as a fundraiser for East End Park from 6 pm until 9 pm. The event's estimated attendance is 200-400 attendees.

The event organizer is requesting the use of the showmobile for musical entertainment, and a fence will be set up adjacent to the stage for a beer tent. The applicant will be partnering with a local non-profit for the liquor license, pending City Council approval. Food may be cooked on-site, and appropriate applications and approvals will be acquired. They will also be erecting up to 10 10'X10' pop-up tents. No stakes will be put in the ground. Two portable restrooms will be provided, and they have requested cardboard trash containers for event waste.

A basic site plan has been provided and is enclosed for review. The event organizer has held events in the park before and is familiar with the logistics associated with hosting an event in this location.

Public Services Requested

Cardboard waste receptacles
Showmobile

Approvals Requested

Permission to sell and serve alcohol
Sound ordinance waiver

Public Spaces Requested

East End Park



CITY OF GRAND HAVEN 2023 SPECIAL EVENT APPLICATION

OFFICE USE ONLY

A special event application is required for any public event held on City property. The application and fee **must** be submitted to the City of Grand Haven Special Events and Project Manager by March 1st for events occurring between May and August and at least 90 days prior to events occurring September through April.

RECEIVED
MAY 13 2023
<i>[Signature]</i>

Please return completed applications and fees 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: East End Park Fundraiser
EVENT DATE(S): June 22, 2023

START TIME: 2:00 pm END TIME: 9:00 pm SET UP TIME: 10:00 am TEAR DOWN TIME: 9:00 pm

EVENT LOCATION(S): East End Park

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: Throw it Down Productions
ORGANIZATION ADDRESS: 1447 Washington
RESPONSIBLE PARTY NAME: Dave Palmer
RESPONSIBLE PARTY ADDRESS: 1447 W 14954 152nd Ave Grand Haven
APPLICANT PHONE: 616 291 4215 EMAIL: walkthebeatdave@gmail.com
EVENT DAY CONTACT (NAME/PHONE): _____

Representative must be on site and available during entire event.

EVENT DETAILS & LOGISTICS

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

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

Providing live music as a fundraiser for East End Park
Free musical activities and games for kids + family
Free door prizes

EVENT DETAILS & LOGISTICS CONTINUED

Does the event include any of the following? (Check all that apply)

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Alcohol | <input checked="" type="checkbox"/> Fencing | <input type="checkbox"/> Street Closures |
| <input checked="" type="checkbox"/> Amplified Sound | <input type="checkbox"/> Fireworks | <input checked="" type="checkbox"/> Tents |
| <input type="checkbox"/> Banners (City Installed) | <input checked="" type="checkbox"/> Parks | <input type="checkbox"/> Ticketing |
| <input type="checkbox"/> Camping | <input type="checkbox"/> Parade/Race/Run | <input type="checkbox"/> Electric |
| <input type="checkbox"/> Dumpsters | <input checked="" type="checkbox"/> Portable Stage | <input type="checkbox"/> Water |
| <input checked="" type="checkbox"/> Entertainment | <input type="checkbox"/> Sanitation (Grey Water/Grease) | |

Will this event provide portable restrooms? ☐ No ☒ Yes # of units? 2 # of ADA units? ---

Will there be entertainment? ☐ 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 ☐ 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 possibly

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 erected at the event? ☒ No ☐ Yes

If yes, how many? ----- Total Size -----

**Tents over 400 sq ft. require a tent permit 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)

Applicant must contact 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.

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

n/a To be completed at a later date.

Contact Name: -----

Phone Number: -----

STREET & PARKING LOT CLOSURES

This section must be completed for any event requesting street closures or use of City parking lots. List the streets/parking lots you are requesting to close (Ex. Harbor Drive from Columbus to Franklin). Make sure to include the required map with your application including street and/or 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, noise variances, cooking of food and alcohol require the following:

- **Police, Fire, Public Works and/or City Council approval.** Your completed application will be routed to all necessary departments by the Special Events and Project Manager for their recommendation.
- **Barricades:** Street closures generally require barricades which are provided by the City. The number of barricades will be determined by Public Safety and a fee will be assessed to the applicant.
- **Race Routes:** Organizers must use the City's pre-approved route and mark route with the City's pre-approved chalk product or be subject to fees for clean-up.
- **No Parking Signage:** "No parking" signs must be posted 24 hours in advance of an event for Public Safety to enforce the No Parking Order. If the areas you are requesting to use contain handicap parking spaces, those spaces must be replaced to 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. Official City race route signs must be used for each race/run and can be picked up at the Department of Public Works, 1120 Jackson Street Grand Haven, MI 49417.**

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 **10 days** before the event date.

Name of Insurance Company/Agent: Shoreline Insurance
Phone Number of Company/Agent: 231-755-1919 Nick Chasco

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.
- City staff may require a meeting with applicant organization to clarify requests for services.
- 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 in a timely manner or providing false information may result in denial or revocation of the Special Event Permit.

Failure to comply with any requirements of the Special Event Permit may result in the forfeiture of your deposit 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 ordinances and regulations.

Signature

Date

SPECIAL EVENT FEES

Submit the special event and park application fees with completed application. 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

- | | |
|--|---|
| <input checked="" type="checkbox"/> Resident/Non-Profit Application Fee, \$100 | <input type="checkbox"/> Banner Placement, \$125-\$350 |
| <input type="checkbox"/> Non-Resident/Profit Application Fee, \$150 | <input checked="" type="checkbox"/> Trash Box/Liners, \$13/each |
| <input checked="" type="checkbox"/> Park Permit Application, \$35 | <input type="checkbox"/> Barricades, \$3-\$15/each (#/location of barricades determined by Public Safety) |
| <input type="checkbox"/> Tent Permit Application, \$125 | <input type="checkbox"/> Sound System, \$75 |
| <input type="checkbox"/> Electric, \$200 | |
| <input type="checkbox"/> Water, \$100 | |

Additional incidental fees may apply based on applicant requests.

Facility, Park and Public Space Rental Fees will apply. Refundable deposit fee may be required.

- Residents & City of Grand Haven (COGH) Non-Profits are eligible for up to \$500 in discounted fees.
- Non-Profits located 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).
- Additional detail available in the Special Events Policy.

Special Event Application Checklist- Before submitting your application did you remember to:

- | | | |
|---|---|--|
| <input type="checkbox"/> Attach a map/diagram of your event layout? | <input type="checkbox"/> Attach all applicable permits/waivers? | <input type="checkbox"/> Include payment for application fee(s)? |
|---|---|--|



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: Dave Palmer

Sponsor Organization: Throw it down Productions Contact Person: Dave Palmer

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

Address: 1447 Washington Grand Haven MI 49417
Street City State Zip

(616) 291-4215
Daytime Phone

walkthebeatdave@gmail.com
Email Address

EVENT INFORMATION

Event Name: East End Park Fundraiser

Event Location: East End Park

Date(s) of Event: June 22, 2024 Set Up Time: 10:00 a.m.

Activity Start Time: 2:00 pm Activity End Time: 9:00 p.m.

Description of Type of Event: (concert, picnic, wedding, etc.): Free concert w/adult beverages
2-5pm Musical activities and games for kids + family 6-9pm

Estimated Number of Persons Attending: 200 - 400

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:

6-10 Canopies - no stakes

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.

Show mobile portable toilet

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.

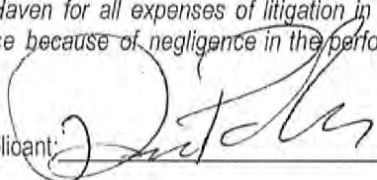
WALK-A-THON/BICYCLE/PARADE: If this event is a walk-a-thon, bicycle event or parade a map of the route must be attached. The Department of Public Safety and Department of Public Works will receive a copy and consider requests for temporary street closings, special posting and/or barricades.

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: 

Date: 12/6/2023

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 Kollwehr
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
420 Columbus
Grand Haven, MI 49417
cseise@grandhaven.org
Office: 616.842.2550



APPLICATION FOR WAIVER OF SOUND ORDINANCE

Application is hereby made for operating a loud speaking device within the City Grand Haven.

Date of Event: June 22, 2024

Location of Event: East End Park

Time Requested for Broadcasting: 6:00 pm (am or pm) 9:00 pm (am or pm)

Contact Person: Dave Palmer

(Print Name)

Sponsoring Organization: Throw it Down Productions

Address: 1447 Washington Grand Haven

Phone: 616 291-4215 Fax: _____

APPROVAL: FOR OFFICE USE:

City Manager _____ Date: _____

Public Safety _____ Date: _____

City Council Approval: ☐ Yes ☐ No Date _____

Approval is subject to the following regulations:

- Permit must be approved by the City Manager and Director of Public Safety.
- Permit is to be issued only for matters of charitable, community, educational, recreational or religious purposes.
- Permit will not be issued for more than two hours in any one-half day.
- Vehicles with sound systems may not operate within 300 feet of a hospital or school (during school hours).
- The sound equipment must be regulated so that if it is heard on the street, it will not create a nuisance.

N. Beach Drive

Sunny's Bar Grill

Snowmobile

Fenced
Beverage
Area

Basketball
Court

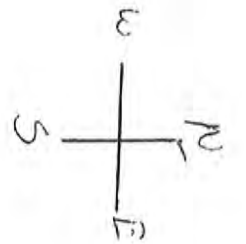
Fence

Railroad

Fence

Washington

Instrument Booths
Games & Prizes
NOT TO SCALE



Franklin

Attachment C



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: Maria Boersma –City Clerk
FROM: Timothy Price – Assistant City Manager
Date: January 8, 2024
SUBJECT: Fire Barn Capstone Lease

The City owns the building known as the Fire Barn which has also been referred to as the Annex, located at 18-20 N. Fifth Street, Grand Haven, MI 49417. The City is currently in the process of selling the building to Capstone Real Estate LLC. Capstone has requested to lease the building until the point of purchase in order to begin interior improvements on the property, and to establish their office space.

If approved, the lease will be from Jan 17, 2024 until June 30, 2024 (or until the date of purchase). Capstone will pay a rental fee of \$1,500 per month for the term of the lease and cover associated utility expenses.



CITY OF GRAND HAVEN COMMERCIAL LEASE AGREEMENT

- I. THE PARTIES:** This Commercial Lease Agreement (“Agreement”) made on January 16, 2024 by and between:

The City of Grand Haven, with a mailing address of 519 Washington Avenue, Grand Haven, Michigan 49417, Attn: City Manager (“Landlord”), who agrees to lease the premises to:

Tenant: Capstone Real Estate, LLC, a Michigan limited liability company, with a mailing address of 20 N. Fifth Street, Grand Haven, MI, 49417, Michigan, (“Tenant”), who agrees to rent the premises under the terms that are outlined in this lease agreement.

Collectively the Landlord and Tenant shall be known as the “Parties.

- II. DESCRIPTION OF LEASED PREMISES.** The Landlord agrees to lease to the Tenant the following described space:

Street Address: 20 N. Fifth Street, Grand Haven, MI 49417, property commonly known as the “Fire Barn”.

Parcel #: NW Section of 70-03-21-351-007.

Type of Space: Commercial-Improved.

Square Footage: 5,879 square feet that includes 2,110 square feet of fire barn space, 1,475 square feet of first floor office space and 2,294 square feet of second floor office space.

Other Description: The parties understand and agree that the Premises does not include the attached multi-stall garage building.

Aerial Image:



Hereinafter known as the “Premises.”

III. USE OF LEASED PREMISES. The lease of the Premises is based upon the good faith intention of the parties to enter a purchase agreement without reasonable delay. Use of the Premises will be to prepare the space for purchase and improvements. The Premises are to be used and occupied by Tenant for use only as a professional office. No activity shall be conducted in the Premises or anywhere on Landlord's property of which the Premises is a part that does not comply with all Federal, State and local laws, regulations and ordinances, and rules applicable thereto. Tenant shall promptly comply with all laws, ordinances and regulations of any municipality, county, state, federal or other governmental authority as affecting the Premises. The parties specifically contract and agree that Landlord shall have no responsibility whatsoever for providing security services for the Premises, nor to or for the Tenant or Tenant's employees, agents or invitees, nor for its or their property.

IV. TERM OF LEASE. The Initial Term of this lease shall commence on January 17, 2024 (the "Commencement Date") and end on June 30, 2024 (the "Termination Date"). The parties acknowledge and agree that they have executed a Purchase Agreement dated December 20, 2023, pursuant to which Tenant has the right to purchase from Landlord the building of which the Premises is a part (the "Purchase Agreement"). If the transaction contemplated by the Purchase Agreement has not closed by the Termination Date, the parties may negotiate an extension to this lease agreement in order to permit Tenant's continued possession of the Premises until the expected closing date.

V. LEASE PAYMENTS. The Tenant shall pay the Landlord a monthly sum of **\$1,500** due on the Commencement Date and on the same day of each month during the term hereof. Rent for any partial month of occupancy shall be prorated based upon the actual number of days in that particular month. As applicable this contract is subject to an annual increase based consistent with the Consumer Price Index as used by the State of Michigan Treasurer in permitting taxable value increase in Michigan.

All payments are due and payable in advance, on or before the days listed above. Any payment not made when due under the terms of this lease shall incur a late payment charge of 10% of the amount due for each 30-day period (or portion thereof) during which said amount remains due and owing. Late charges shall be in addition to all other amounts due and in addition to any other Tenant debts.

Tenant shall supply, furnish and pay for all necessary or applicable utilities including electricity, gas, sewer, and water service to the Premises, assuming said utilities are separately metered for the Premises. Tenant shall also be responsible for its proportionate share of utilities which serve the Premises but are not separately metered. Tenant will provide the City with a summary of the amounts expended on utilities during the term of this Lease.

VI. SECURITY DEPOSIT. Landlord is not requesting a security deposit for this lease.

VII. CONSIDERATIONS.

- a. Tenant accepts the Premises and any improvements thereto in their existing condition, in an "AS IS" basis. Landlord does not intend to provide any capital improvements to the premises during the Term of this lease. Notwithstanding the foregoing, Landlord represents and warrants that the heating and cooling, electrical, and water/sewer systems in the Premises are functional and sufficient for Tenant's office use of the Premises. Any improvements made to the facility by the Tenant must be approved by the City Manager's office, which approval shall not be unreasonably withheld, conditioned or delayed.
- b. Tenant's acceptance of possession of the Premises shall be conclusive evidence that said Premises was in satisfactory condition when Tenant took possession. The foregoing sentence is not a waiver of Tenant's right to conduct the due diligence permitted by the Purchase Agreement, nor a waiver of any of Tenant's rights thereunder.
- c. Tenant shall commit no waste. At the termination of this lease, Tenant shall return the Premises broom clean and all built-in or attached appliances and fixtures in as good a condition as when Tenant took possession, ordinary wear and tear excepted, and upon Tenant's failure to do so, Landlord may restore the Premises, including equipment, appliances and fixtures to such condition and Tenant shall be responsible to pay the cost of said restoration.
- d. Any and all signs placed in or on the exterior of the Premises or the grounds therefore shall be in compliance with all applicable zoning ordinances. All costs associated with the placement of any such signs shall be borne by Tenant.
- e. Tenant shall not vacate or abandon the Premises during the term of this lease. If Tenant does abandon or vacate the Premises or is dispossessed by process of law or otherwise, said vacation or dispossession shall be considered a material breach hereof. Moreover, in the event of abandonment or vacation of the Premises, any of Tenant's personal property that is left in the Premises or anywhere on the Property shall be deemed abandoned by Tenant, at Landlord's option.
- f. In addition to, and not in lieu of Tenant's obligations under the other provisions of this lease, Tenant shall promptly comply with any and all applicable Federal, State and local environmental laws and regulations promulgated thereunder. Tenant shall indemnify and hold Landlord harmless from any and all damages, costs and expenses resulting from any of Tenant's violation of any such applicable environmental laws and regulations, including, but in no way limited to defense costs, attorneys fees and "clean-up" costs. Landlord hereby represents and warrants that, to the best of its knowledge, the Premises being leased hereunder are not presently the subject of any pending environmental enforcement action by any local, state or federal authority, nor are same the site of any known environmental contamination.

- g. Tenant agrees to comply with any rules promulgated by Landlord regarding the parking of vehicles on or near the Premises.

VIII. ASSIGNMENT OR USE BY OTHERS. The Tenant may not assign this Agreement or its rights, privileges, duties or obligations under this Agreement without the City's prior written consent. The Tenant may not allow any other person to use the premises outside of the provisions outlined in this Agreement without the City's prior written consent.

IX. PROPERTY RIGHTS. This lease does not grant or convey to the Tenant any rights, title, or interest in the premises. The City retains all property rights to the assigned area.

X. TAXES, SPECIAL ASSESSMENTS, AND UTILITIES. The Tenant shall timely pay (i.e., before the date on which they can no longer be paid without penalties or interest) all personal property taxes assessed against any personal property located on the premises and all real property taxes or user taxes assessed due to the Tenant's use which are billed anytime during the term of this lease. The Tenant shall also timely pay (i.e., before the date on which they can no longer be paid without penalties or interest) all invoices for any utility service to the premises during the term of this lease. The Tenant shall furthermore timely pay (i.e., before the date on which they become delinquent) all special assessment installments due during the term of this lease for any special assessments levied against the property comprising the leased area. Landlord represents and warrants that there are no outstanding special assessments or real estate taxes levied against the Premises.

XI. INSURANCE. The Tenant shall, at its sole cost and expense during the term of this Lease, insure all of its property upon the Premises to the full extent of its replacement cost against risk of loss from any cause whatsoever.

XII. INDEMNITY. The Tenant agrees to indemnify, defend, and hold harmless the City, its officers, agents and employees, against and from any liability or claim (including, but not limited to, actual attorney fees and costs) whether for injury to persons, including death, or damage to property: (i) occurring on or arising out of Tenant's use of the Premises during the term of this Lease; (ii) arising out of any default by the Tenant under this Lease; (iii) arising out of any act or omission to act by the Tenant, its agents, employees, licensees, invitees, contractors or subcontractors at any time; and (iv) arising in connection with the operation of the Tenant's business conducted from the Premises.

XIII. LANDLORD'S RIGHT OF ENTRY. Landlord and its authorized representatives shall have the right to enter the Premises at all reasonable times for any of the following purposes:

To determine whether the Premises are in good condition and whether the Tenant is complying with its obligations under this Lease;

To serve, post, or keep posted any notice required or allowed under the provisions of this Lease. Landlord shall not be liable in any manner for any inconvenience, disturbance, loss of business, nuisance, or other damage arising out of the City's entry on the Premises.

Landlord shall use reasonable efforts to conduct its activities on the Premises in a manner that will cause the least possible inconvenience, annoyance, or disturbance to the Tenant. If the Tenant is not present to open and permit an entry into the Premises, Landlord and its agents may enter the same whenever such entry may be reasonably necessary or permissible by master key (or in emergencies, forcibly).

- XIV. DEFAULT.** If Tenant fails to pay rent when due; if Tenant fails to perform any other of its obligations hereunder within seven (7) days after receiving written notice of the default from Landlord; if Tenant makes any assignment for the benefit of creditors or a receiver is appointed for Tenant or its property; if Tenant shall abandon or vacate the Premises during the term hereof; or if any proceedings are instituted by or against Tenant for bankruptcy (including reorganization) or under any insolvency laws, Landlord may terminate this lease, re-enter the Premises, and seek to relet the Premises on whatever terms Landlord determines advisable, in addition to commencing any legal proceedings it deems advisable under the circumstances. Notwithstanding re-entry by Landlord, Tenant shall continue to be liable to Landlord for rent owed hereunder and for any rent deficiency resulting from Landlord's reletting of the Premises during the term hereof. Notwithstanding any reletting without termination, Landlord may at any time elect to terminate this lease for any default of Tenant by giving Tenant written notice of the termination.
- XV. HOLDING OVER.** If Tenant does not vacate the Premises at the end of the term hereof, or the Renewal Term, if applicable, the holding over shall constitute a month-to-month tenancy at a monthly rental rate to be set by Landlord in its sole discretion. During any such month-to-month tenancy all the remaining provisions of this lease shall continue in full force and effect, unless modified by Landlord upon 30 days written notice.
- XVI. BREACH AND REMEDIES.** All remedies in this Agreement are cumulative of all other remedies available at law or in equity. Remedies may be exercised simultaneously or sequentially. The failure to initially use any remedy is not a waiver of that remedy. To the extent not otherwise prohibited by law, the prevailing party in any action brought pursuant to or enforce any provision of this Agreement shall, in addition to any other remedies, be entitled to recover its actual costs, including without limitation, actual reasonable attorney fees, incurred to bring, maintain or defend such action from the first demand through any and all appellate proceedings, and jurisdiction and venue of any action brought to or to enforce this Agreement shall be solely in the state courts in Ottawa County, Michigan. The failure of either party to act upon any breach of this Agreement shall not be deemed a waiver of that breach.

XVII. BINDING EFFECT. This Agreement shall be binding upon the parties to this Agreement as well as their successors and permitted assigns.

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

CITY OF GRAND HAVEN

CAPSTONE REAL ESTATE, LLC

By: _____
Robert Monetza, Mayor

By: _____
John Groothuis, Member

By: _____
Maria Boersma, Clerk

By: _____
David Ten Cate, Member



City of Grand Haven

City Manager's Office
519 Washington
Avenue Grand Haven
MI 49417 616-847-
4888

www.grandhaven.org

TO: Ashley Latsch, City Manager
FROM: Brian Urquhart, City Planner
DATE: January 11, 2024
SUBJECT: Rezoning a portion of 815 Verhoeks from TI
to OS

Request

Denny Dryer of 815 Verhoeks, LLC submitted a Zoning Change Application to rezone 0.84 acres of 1.73 acres of 815 Verhoeks (parcel #70-03-28-019-010) from Transitional Industrial to Office Service. The primary reason for the rezoning request is because the Federal National Mortgage Association "Fannie Mae" and Federal Home Loan Mortgage Corporation "Freddie Mac" will not purchase a property zoned Industrial, including Transitional Industrial. According to the applicant, this is very limiting for an individual requesting a mortgage because during the lifetime of the mortgage, it needs to be held by a bank or mortgage company. Essentially the fact a zoning district has industrial in the title, creates a hardship on obtaining a loan.

Background

In November 2019, 815 Verhoeks received approval for a special land use and site plan for a mixed-use development for a warehouse and research and development facility. This site plan eventually expired in 2021, and the Planning Commission approved a special land use and site plan in July 2021 for the same mixed-use with warehouse and research and development, now referred to as phase 1. In November 2021, the City approved a vacation of the Waverly Avenue right-of-way from Verhoeks to the CXS railroad right-of-way. Vacating the right-of-way produced a larger building site.

In June 2022, the Planning Commission approved a site plan and special land use for live/work units, now referred to as phase 2. In September 2022, the applicant submitted a lot combination for the parcels on phase 1 and phase 2, which was approved. The live/work special land use complies with all standards identified within the TI District, providing justification the zoning district and future land use classification for this parcel currently are in harmony with each other.

Review Standards

When considering a rezoning request, one of the most important standards to consider is what the future land use map classifies the property as. The City adopted the 2023 Master Plan update this past May. The future land use classification for 815 Verhoeks is Industrial, which does not support the rezoning request.

The request to rezone the 0.84 acres from TI to OS based on the premise lending institutions will not provide mortgages to residential uses in a zoning district that contains “Industrial” in the title, is not standard to consider. The terminology of a zoning district typically is not subject to debate in a rezoning request. The project complies with all the standards in the TI District, and approving a rezoning a portion of land due to perceived financial hardships would establish a precarious precedent.

Planning Commission review

The Planning Commission held a public hearing at the November meeting. All members in attendance did not support the request. The matter was postponed to the December meeting, allowing for a discussion of all eight PC members. After reviewing the case materials provided by the applicant, the Planning Commission unanimously recommended denial of the rezoning based on the following findings of fact:

1. The rezoning is inconsistent with the future land use plan.
2. The rezoning would create a split zoned parcel.
3. The rezoning would not be consistent with recent redevelopment trends in the area.

Next Steps

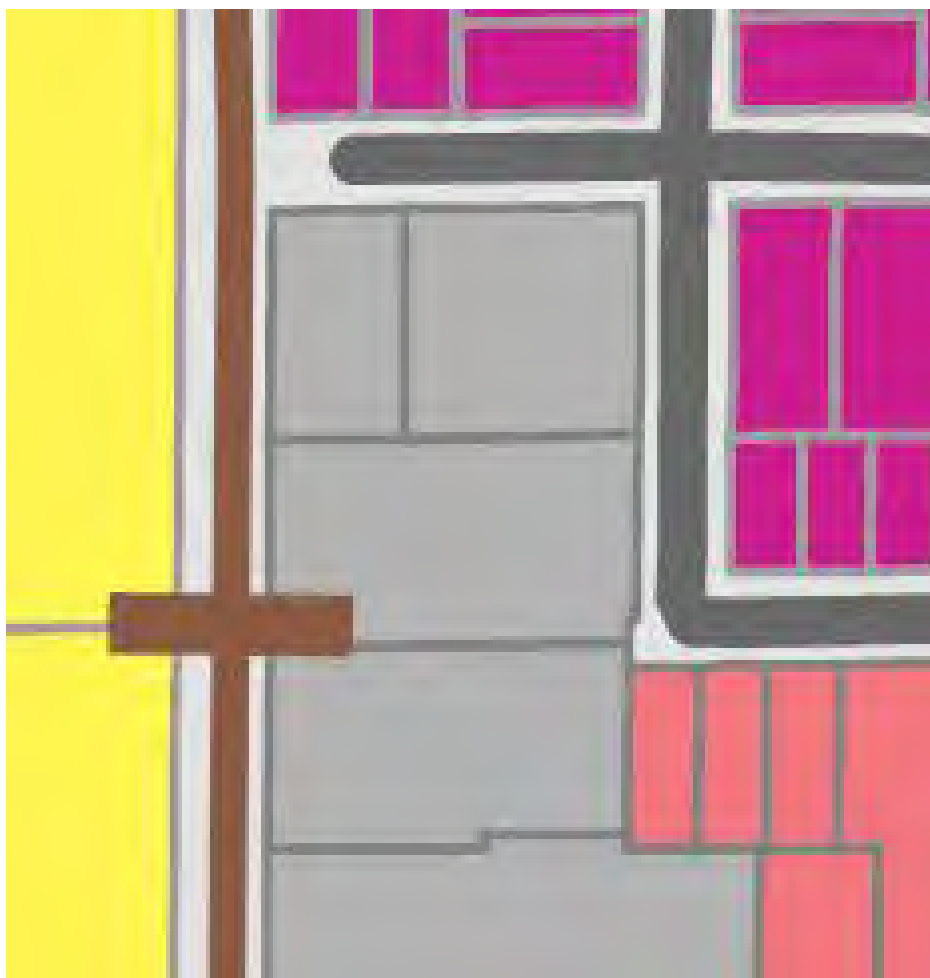
If City Council determines the rezoning is appropriate, an ordinance shall be drafted and taken upon for vote during the second reading of the request. If City Council does not wish to adopt the rezoning, then a vote can be taken through a standard motion.

ZONING MAP



Above is the zoning map. Transitional Industrial (TI) is light gray, and Office Service (OS) is dark pink. The parcel is highlighted in blue, and the 0.84 acres requested for rezoning is marked with diagonal lines. If the subject property would be rezoned, the TI District would be split from the north and the south. With respect to planning and zoning decisions, this would not incorporate best practices.

FUTURE LAND USE MAP



Above is the adopted future land use map. Industrial is gray, and Service/Commercial is dark pink.

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

November 14, 2023

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

Present: Magda Smolenska, Joe Pierce, Vice-Chair Ryan Galligan, Jennifer Smelker, Amy Kozanecki

Absent: Chair Mike Dora, Tamera Owens, David Skelly, Debi Hulverson

Also Present: City Planner Brian Urquhart and members of the public.

Approval of Minutes

Motion by **Smelker**, seconded by **Smolenska** to approve the minutes of October 10, 2023 and the meeting minutes of October 23, 2023.

All ayes. **Motion passes.**

Approval of Agenda

Motion by **Kozanecki**, seconded by **Smelker** to approve the agenda as written.

All ayes. **Motion passes.**

Call to the Audience; First Opportunity

None

Case 23-40: Rezoning request of 0.84 acres of 1.73 acres at 815 Verhoeks (parcel #70-03-28-019-010) from TI - Transitional Industrial to OS - Office Service.

Urquhart said this request from Denny Dryer of 815 Verhoeks, LLC, to rezone a portion of parcel #70-03-28-019-010 from TI to OS was made primarily on the fact the current zoning is Transitional Industrial, and Fannie Mae and Freddie Mac would not offer loans to potential buyers. Urquhart said the rezoning request does not comply with the future land use classification, nor does it comply with the Master Plan, and the fact the zoning district name is causing hardship for the applicant to obtain a loan, is not a review standard for the Planning Commission to consider on rezoning requests.

Urquhart said the city did not receive any public correspondence on this case.

Denny Dryer, 220 ½ Washington Ave., disputed the staff report. He provided examples in the Master Plan of how the rezoning would comply.

Randy Smith, 121 Washington Ave., said he has 3 of the original units in phase 1 and has an investment in phase 2. He said obtaining a mortgage on the live/work has proven to be difficult.

Dryer added that mortgages for a commercial are costlier, averaging 2 to 2.5 points higher. There would be a need to refinance every 5 years and adds up to a significant cost increase. He said that Macatawa Bank provided the information on a portfolio loan.

Motion by **Kozanecki**, seconded by **Smolenska**, to close the public hearing at 7:21pm. All ayes. **Motion passed.**

Pierce inquired about the warehouse facility. He also added the rezoning request does not match the future land use plan and this request is unjustified.

Kozanecki spoke towards her experience as a commercial lender. She agreed that Fannie Mae and Freddie Mac would not support this loan, but that is not the problem of the Planning Commission.

Smolenska said this project is great, and meets the standards for a special land use in the TI District. There is no reason to rezone the parcel.

Smelker agreed with all the other commissioner comments. She added that TI District may need to be reviewed again, engaging with stakeholders in the area for a larger conversation. She felt if the rezoning were approved, this would result in spot zoning.

Galligan read Dora's comments. Dora said the rezoning request is not consistent with the adopted Master Plan and is not in support of the request.

Urquhart recommended to Galligan the Planning Commission make a motion to postpone the vote until December to allow everyone's input on the case.

Motion by **Kozanecki**, seconded by **Pierce**, to **postpone** the recommendation on the rezoning request of 0.84 acres of 1.73 acres at 815 Verhoeks (parcel #70-03-28-019-010) from Transitional Industrial to Office Service until the December 12, 2023 meeting.

All ayes. **Motion passed.**

Urquhart said the public hearing notice requirements are met, and no additional hearing is required.

Case 23-35 continues: Review of power generating facilities in the WF Zoning District and possible text amendments

Urquhart said based on discussion by the Planning Commission at the October and August meetings, the PC reached a consensus to not remove any types of power generating facilities in the Waterfront Zoning District. Urquhart said members who were not in attendance agreed with this motion.

Motion by **Kozanecki**, seconded by **Smolenska**, to recommend no changes to Sec. 40-533, with respect to removing any specific types of power generating facilities in the Waterfront District.

All ayes. **Motion passed.**

Zoning Board of Appeals Liaison Report:

Galligan noted the ZBA denied a request for a retroactive variance for a covered patio at 20060 Breton, and approved a variance request for ground floor transparency requirement at 805 S. Beacon.

City Planner Report:

Urquhart asked which members would be in attendance at the December meeting.

Call to Audience; Second Opportunity:

Bob Monetza, 945 Washington Ave., spoke towards the history behind the zoning ordinance change to include Transitional Industrial District. He said the district was created to allow greater flexibility for industrial uses that are not practical on certain building sites.

Adjournment:

Vice Chair Galligan adjourned the meeting at 7:42 pm.

Brian Urquhart, City Planner

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

December 12, 2023

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, Vice-Chair Ryan Galligan, Jennifer Smelker, Amy Kozanecki, Chair Mike Dora, Tamera Owens, David Skelly

Absent: None

Also Present: City Planner Brian Urquhart and members of the public.

Approval of Minutes

Motion by **Galligan**, seconded by **Smelker** to approve the minutes of November 14 2023 meeting with corrections. All ayes. **Motion passes.**

Approval of Agenda

Motion by **Smolenska**, seconded by **Pierce** to approve the agenda as written. All ayes. **Motion passes.**

Call to the Audience; First Opportunity

None

Case 23-41: Site Plan Review for an addition to the gas station at 10 N. Beacon Blvd. (parcel #70-03-21-387-033).

Urquhart introduced the case. He said the 480 sq. ft. is small in nature but did require approval of a rear yard setback variance from the ZBA during their November meeting. The project would not include any additional signage, lighting, or parking. Urquhart also noted the dumpster enclosure has been added to the site, incorporating same material and color as the principal building. Urquhart said the Board of Light and Power had a concern over the location of the existing pole, which the applicant has addressed with the BLP.

Rick Turner of Diamond Z Engineering, said the dumpster enclosure will be comprised of masonry material with hardy board. Tuner added the condensers located behind the building would be effectively screened.

Pierce asked about the ZBA decision. Galligan noted the addition was in line with the building wall, but due to the parcel shape and orientation of the building, the rear yard setback was reduced.

Skelly inquired if there was any communication from neighboring properties.

Galligan said he is happy with the dumpster enclosure and screening of mechanical equipment.

Dora asked about the dumpster pick-up location and where the hauler would have to navigate through parking. Turner said 3 parking spaces face the alley, and next to them were two dumpsters, one of which would be removed. He said the plan would turn the dumpster to orientate it parallel with the building.

Motion by **Smolenska**, seconded by **Galligan**, to **approve** Case 23-41, a site plan review for the addition to the gas station at 10 N. Beacon Blvd. (parcel #70-03-21-378-033) with the following condition:

1. *All conditions of the Board of Light & Power shall be met.*

All ayes. **Motion passed.**

Case 23-42: Consideration of a site plan review for an ADA Accessibility improvements to Mulligan's Hollow (parcel #70-03-29-160-004).

Urquhart introduced the case. He said the pathway from the parking lot to the pickleball courts is part of the ongoing improvements at Mulligan's Hollow. Per Sec. 40-115.02.D of the zoning ordinance the Planning Commission has the option to defer approval to the City Planner. He said the location is not in a sensitive area overlay and the City Engineer has fully designed the plan.

Members agreed the project would be appropriate for administrative review. Skelly asked about the retaining wall material. Urquhart said it would be boulders.

Smolenska asked about the gravel drive nearby. Abonmarche said they would relocate the drive 5 to 7 ft. up the hill to accommodate for the pathway.

Voice vote to move PC Case 23-42 to the City Planner. All ayes. **Motion passed.**

FY 22/23 Annual Report

Urquhart reviewed the Planning Department Annual Report for Fiscal Year 22/23. He said permits were slightly down, but inspections were. There were less zoning changes, and fewer PC Cases. Other highlights included the Master Plan update.

Case 23-40 continued: Rezoning request of 0.84 acres of 1.73 acres at 815 Verhoeks from TI to OS.

Scott Klaassen, 1022 Despard, spoke in favor of the rezoning. He cited the adjacency of the OS district to 815 Verhoeks as a reason to support the rezoning.

Urquhart reiterated the staff comments from the November 14 meeting, and that the fact the applicant can't obtain a loan due to the fact there is industrial in the name of the zoning district is not criteria for rezoning. He said there was no new evidence that was provided by the applicant for the Planning Commission to consider. He said because only five members were present at the November meeting, a

motion was made to postpone the case to December.

Denny Dryer, 220 ½ Washington Ave. disputed the reasons for not rezoning the parcel. He provided excerpts of the Master Plan as justification for approval. He said it is important to keep financing for available for housing.

Chair Dora asked commissions if their thoughts on the case had changed. All members were not in favor of recommending approval. Pierce mentioned it may be appropriate for the Planning Commission to review the TI District again based on the concerns raised.

Motion by **Galligan**, seconded by **Smelker**, to recommend **denial** of the rezoning request of 0.84 acres of 1.73 acres at 815 Verhoeks (parcel #70-03-28-019-010) from Transitional Industrial to Office Service to City Council based on the following reasons:

1. *The rezoning is inconsistent with the future land use plan.*
2. *The rezoning would create a split zoned parcel.*
3. *The rezoning is not consistent with recent development trends in the area.*

All ayes. **Motion passed.**

Zoning Board of Appeals Liaison Report:

Galligan noted the ZBA approved a variance request for a wireless telecommunication tower to fall onto property that it may not be located on, which was part of the sale of the Annex Building. Galligan also said the ZBA approved a setback variance at 10 N. Beacon.

City Planner Report:

Urquhart said reviewing the TI district could be a goal for the Planning Commission in 2024. He also commended Smelker on her completion of the Master Citizen Planner program.

Call to Audience; Second Opportunity:

Denny Dryer, 220 ½ Washington, complained the project at 745 Park Ave. is a contractor's yard but is also being used as a self-storage facility.

Adjournment:

Chair Dora adjourned the meeting at 7:50 pm.

Brian Urquhart, City Planner

CITY OF GRAND HAVEN

519 Washington Ave
Grand Haven, MI 49417
Phone: (616) 847-4888



TO: Mayor, and City Council

FROM: Ashley Latsch, City Manager

DATE: 1/11/24

SUBJECT: Chinook Pier RFP

In June of 2021, City Council at that time released a Beyond the Pier Waterfront Master Plan Request for Proposals to solicit development proposals for the Chinook Pier site. Upon the conclusion of the RFP process, only one proposal was received. After various vetting and community engagement efforts, it was ultimately decided not to move forward with the proposed project.

Staff is now seeking permission to re-release an RFP for the development of the Chinook Pier site. The proposed RFP has been modified in various areas so as to provide a more open, and less prescriptive model for developer consideration. Additional scoring criteria were also added to the document to better serve as an identifier of various city priorities.

You will note that an evaluation period was also built into the review process. As this site is within the MSDDA, we felt it appropriate that proposals go before relevant boards for comment prior to coming before City Council. Other relevant boards may include Parks & Recreation and the Planning Commission. We feel this will offer a greater engagement opportunity for our boards, but also the general public.

In an effort to continuously improve our RFP process, we have developed a more comprehensive approach for the release, and are optimistic we will achieve a greater audience.

I recommend that Council approve the release of the Chinook Pier RFP, dated January 17, 2024.



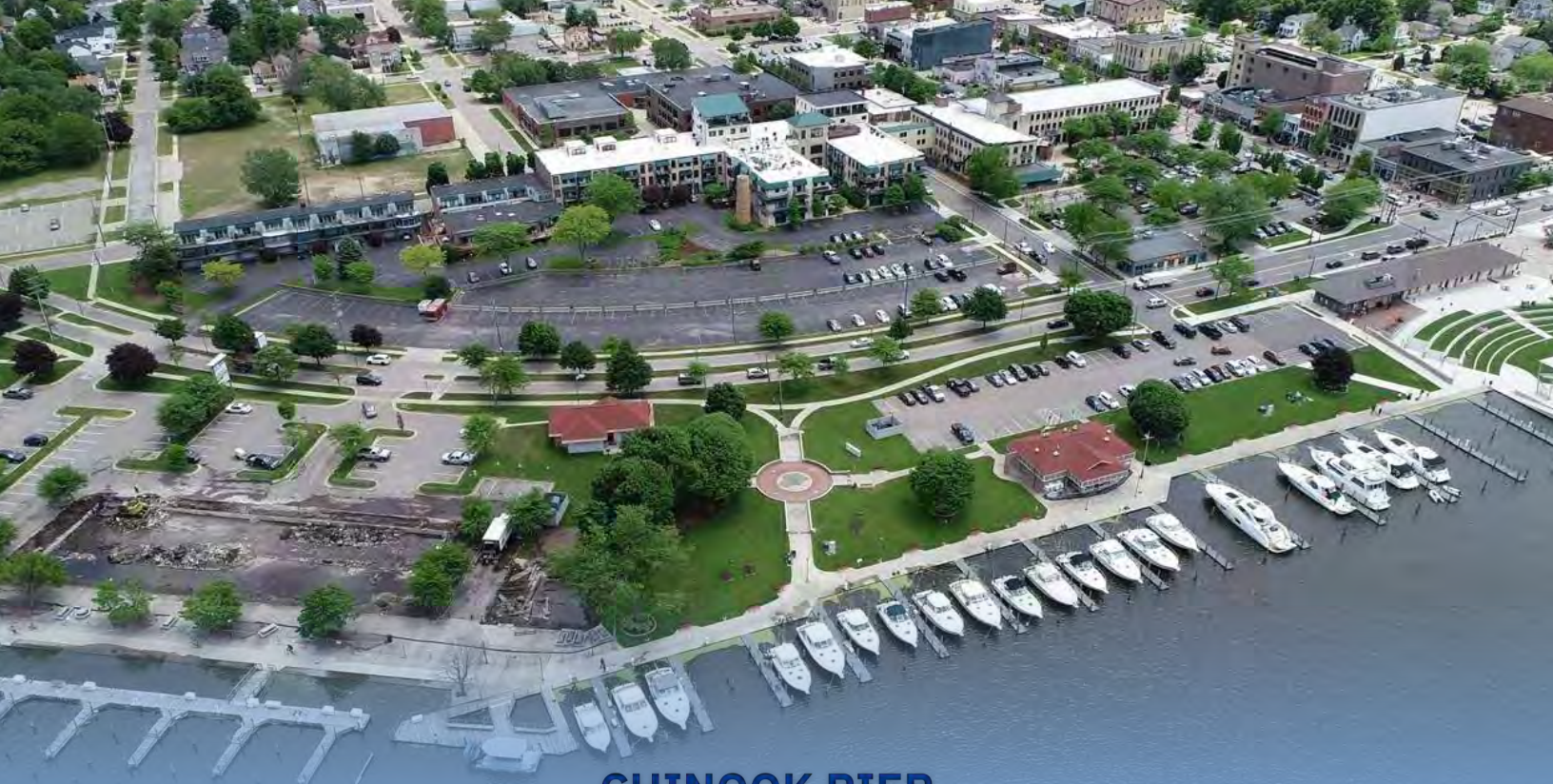
REQUEST FOR PROPOSALS

CHINOOK PIER

GRAND HAVEN, MICHIGAN

PARCEL #: 70-03-20-280-025





CHINOOK PIER

Grand Haven, Michigan

The City of Grand Haven is rich in natural beauty and has built a waterfront that attracts visitors from near and far. The city has invested in the waterfront over many years, whether that be through the construction of popular public amenities, such as the waterfront stadium or splash pad, or through supporting local business growth downtown or at the Farmers Market. The removal of the former Chinook Pier Shops due to mold and water damage in 2020 has led the city to explore options for improvement along the river.

Approximately 3.4 acres of the northern half of Chinook Pier is anticipated for future growth through a **public-private partnership**. This opportunity area provides direct connections to the Grand River, boardwalk, Bicentennial Park, trolley route, and Grand Haven's walkable downtown.

The City would like to partner with a visionary developer on this project, working toward the common goal of increasing economic vitality at Chinook Pier.

Interested development teams are invited to submit proposals in accordance with **the attached schedule**; please refer to **page 10** for submittal details.

DEVELOPMENT OPPORTUNITY

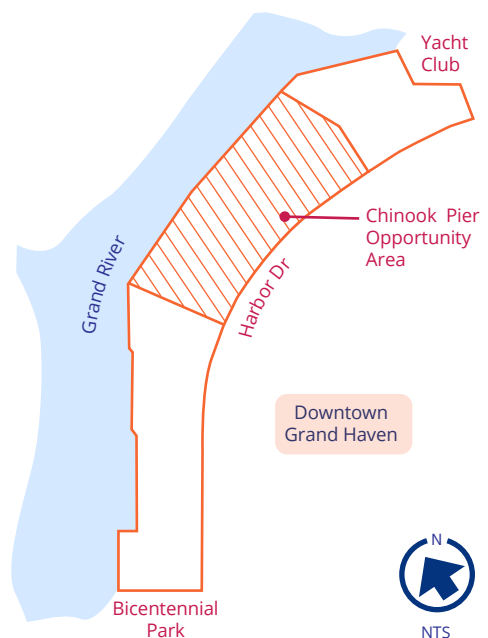


Chinook Pier is bounded by the Grand River, Harbor Drive, Bicentennial Park, and the Grand Haven Yacht Club. The opportunity area presented in this RFP is located between the Train Park to the north and the Sailing Club to the south. The 3.4 acre opportunity area is entirely owned by the City of Grand Haven. The area has been partially cleared but is currently home to the Farmers Market and Chinook Pier Mini Golf. The site is within the MSDDA district, and the address and parcel number are as follows:

- 301 N Harbor Drive (70-03-20-280-025)

It is anticipated that new development may occur in phases and could include multiple buildings or incremental approaches to knit this site into the existing waterfront fabric. The recently updated zoning ordinance allows for multi-tenant commercial, eating/drinking, and retail establishments as a special land use on this site. A public-private partnership is envisioned for this development, as close coordination between the city and developer will be needed to determine the removal and reconstruction of sensitive public infrastructure elements, such as the Farmers Market.

Site Location Key





COMMUNITY OVERVIEW

Grand Haven is rich in cultural history and natural beauty, attracting visitors from near and far. Its historic downtown offers unique architecture, pedestrian amenities, and retail opportunities within walking distance of the Grand River and Lake Michigan. Along the waterfront, retail shops are woven into the fabric of a picturesque natural setting.

The Grand Haven community is an anchor in West Michigan, situated less than an hour from Grand Rapids, Holland, and Muskegon. The City has become an attractive location for high-quality housing, scenic views, and abundance of activities, all located within a small-town environment.

Businesses appreciate the close proximity to U.S. 31 while being situated in a beautiful and quaint location. Downtown Grand Haven is the City's principal location for tourism-related businesses and cultural features. With roots in lumbering, manufacturing, and tourism, the historic character of the City is valued and prominent. Charming downtown buildings are reminiscent of the

past while providing inspiration for the future, creating harmony between the old and new. The waterfront setting provides a respite for those seeking a place to relax, enjoy outdoor recreation, or meet with others. The downtown is walkable, safe, and well connected to the waterfront. Together, the downtown and Chinook Pier complement each other to establish an area where people can live, work, and play.

The City of Grand Haven is growing. New residential development around the downtown periphery is increasing the population and expanding the need for year-round retail, relaxation, and recreation opportunities within Chinook Pier and downtown. The City has planned strategic growth areas and anticipates a strengthened connection between Chinook Pier and the adjacent downtown business district. As a Redevelopment Ready Community® and Master Level Mainstreet Community, the City has demonstrated conformance to practices that promote effective redevelopment strategies.

Every season brings an occasion to celebrate in Grand Haven. Known as the “Coast Guard City, USA,” the City is nationally renowned for its Coast Guard Festival during which over 350,000 people gather to honor the men and women who have served in the United States Coast Guard. Over 150 other family-friendly events bring the community together each year, including the Kite Festival, Soccer in the Sand, and Winterfest. Throughout the summer, the Lynne Sherwood Waterfront Stadium provides a venue for regular live performances, the Farmers Market supports locally sourced products, and the Musical Fountain provides dramatic evening light shows across the Grand River. Local businesses benefit from the investment of both the local and tourist populations that visit the City’s numerous events and activities.

Connectivity is valued in Grand Haven, as sidewalks, pathways, bike lanes, and roads connect people to both natural and built places. Several streets were transformed into outdoor dining spaces following the COVID-19 pandemic to help unite people and places in a safe environment.

In 2024, Grand Haven continues to boast a robust outdoor dining program and social district.

The riverfront boardwalk provides a beautiful setting for pedestrians to enjoy the Grand River while facilitating access to a variety of business and recreational spaces. Nearby, the historic trolley reinforces Grand Haven’s small-town charm and diversifies transportation options in the city.

As people and places naturally change, the City of Grand Haven is committed to planning that balances strategy, flexibility, efficiency, and collaboration. Through extensive community engagement, city leaders strive to enact strategies that are both robust and responsible for the future development of the downtown and Chinook Pier.



City of Grand Haven Demographics

10,935
Population

\$52,929
Median House Income

41.8
Median Age

172
New Dwelling Units
in Peerless Flats &
Tribune Lofts

2.75%
Year Over Year
Employment Growth

87%
Employees Commuting
into the City

MARKET CONDITIONS AND OPPORTUNITIES

Market Potential

While tourism businesses are prevalent downtown, there is demand for everyday goods and services, such as personal care, groceries, and specialty retail. There is a concentration of multi-family units near the development site, including the existing high-income Harbourfront Condominiums and the recently completed market-rate apartments at Peerless Flats and Tribune Lofts. The additional residences from Peerless Flats and the Tribune Lofts are expected to further increase the need for everyday goods and services in the immediate area.

The public has indicated a strong desire for waterfront dining and activities at Chinook Pier during engagement efforts for the Waterfront Master Plan, Beyond the Pier. Restaurants and entertainment establishments could tap into the consumer market segments through microbreweries, live entertainment venues, or unique cuisine. The area's strength as a dining destination provides a foundation for future business growth. New dining and entertainment businesses can be mutually beneficial by enhancing the downtown identity as a local and regional destination, attracting new people into the city.



For Additional Information on the Beyond the Pier Waterfront Master Plan:

[CLICK HERE](#)



SITE UTILITIES

The site is located along Harbor Drive, a city-maintained key street. On-street parking is envisioned in the future and additional public parking is supported.

Water/Sewer

- Site is fully served. Derek Gajdos, Public Works Director, (616) 847-3493

Gas/Electric

- Site is fully served.
- Michigan Gas Utilities: (800) 401-6402
- Grand Haven Board of Light & Power: (616) 607-1260

Planning/Zoning

- Brian Urquhart, (616) 935-3276, burquhart@grandhaven.org

Downtown Development Authority

- Chandi Pape, (616) 844-1188, cpape@grandhaven.org

ADDITIONAL SITE INFORMATION

Zoning and City Master Plan

The development site is well supported by the City's Zoning Ordinance and Master Plan. The site is located along a key street (Harbor Drive) and is entirely within the Waterfront Zoning District. This district is intended to support water-related development and to provide ample opportunities for public access with a balance of recreational and retail opportunities along the waterfront while maintaining natural characteristics of the area. The Waterfront zoning district supports eating and drinking establishments, mixed-use developments, multi-tenant commercial establishments, marinas and retail. Recent updates to the zoning ordinance have streamlined developmental reviews for a more expedited process and allows for greater flexibility in parking arrangements. The ordinance allows the city to waive up to 50% of required parking, taking advantage of public parking within walking distance.

Careful application of building materials and architectural features should align with the Waterfront District and reflect continuity with the Grand Haven theme. The City may entertain the creation of a Planned Development.

The future land use plan, as defined in the City's 2023 Master Plan, places the site in the Downtown District. The Downtown District envisions that "the area will be characterized by an urban form that is scaled for convenient and safe pedestrian access and designed to take advantage of outdoor informal gathering places." Future development is proposed as a public-private partnership that will further enhance business activity at Chinook Pier while being sensitive to important natural areas. The proposed redevelopment of Chinook Pier is also supported by the city's Waterfront Master Plan, Beyond the Pier.

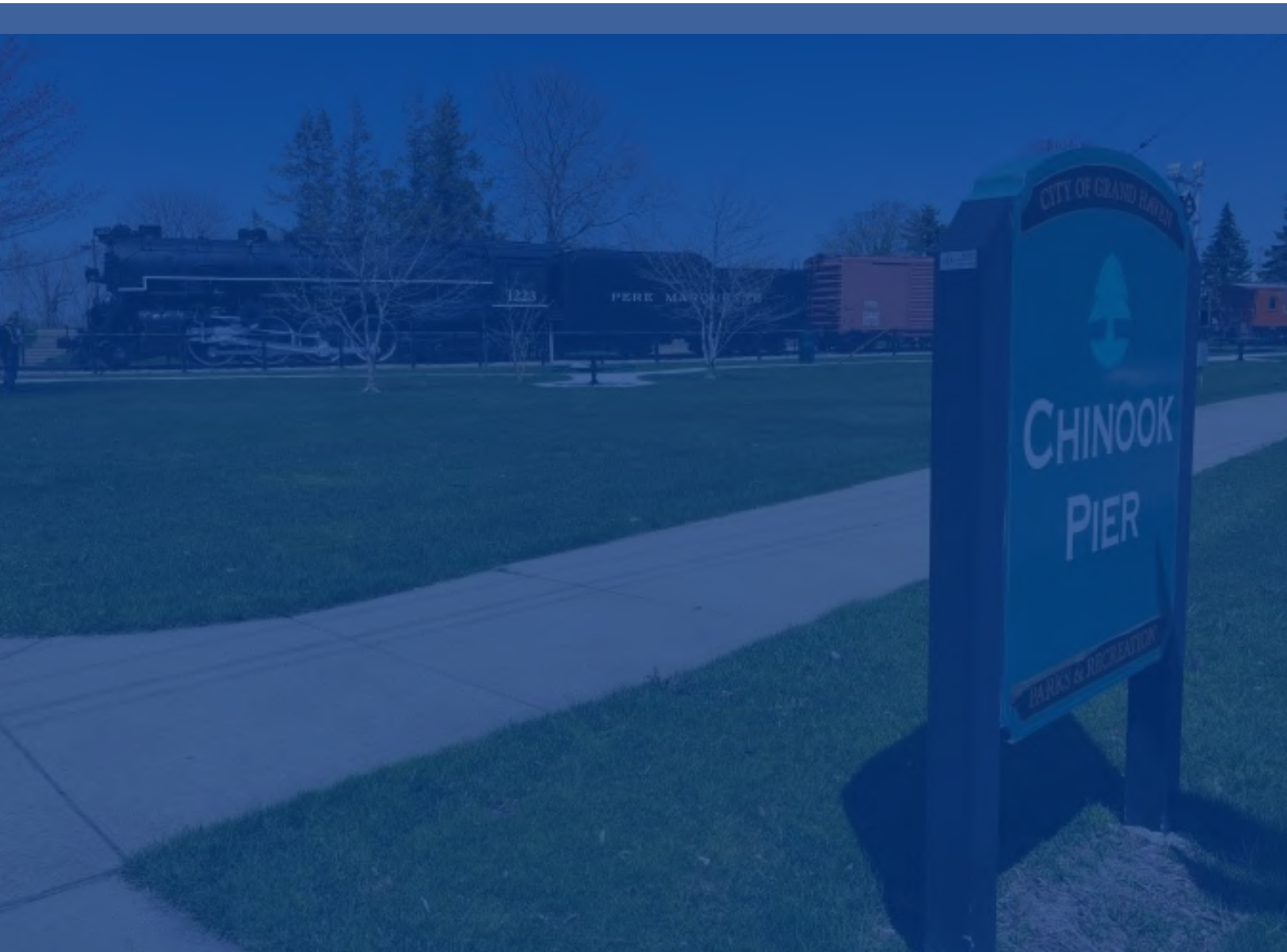
Exemplary proposals should incorporate the goals of providing multi-generational opportunities, with a focus on Grand Haven as a welcoming community for family friendly uses and activities, maintaining a family-oriented character of development. The proposal should contribute significantly to Grand Haven's identity and character for year-round use, balancing the interests of local residents and visitors. A successful proposal shall promote Grand Haven's profile in the region, empowering economic development, attracting residents, businesses, and visitors, and fortifying the City's position as an anchor in the West Michigan Region.

AVAILABLE INCENTIVES

The City of Grand Haven is a Redevelopment Ready Community® and the following incentives may be leveraged by the developer:

MEDC Community Revitalization Grants & Loans – Up to 25% of site improvement and construction costs.

Public Spaces Community Spaces (PSCP) - A grant match program from MEDC that is based on donation based crowdfunding to generate public interest and funding.





SELECTION PROCESS AND CRITERIA

The City of Grand Haven will review and evaluate all complete proposals in response to this Request for Proposals (RFP) to identify and engage with qualified developers. An initial response to this RFP must include the following information:

- ✓ Letter of Interest: Provide a letter (up to 3 pages) identifying the development team and providing a brief description of the team's vision for the site and timeline.
- ✓ Concept plans or renderings.
- ✓ Estimated land lease rate and potential incentives requested.
- ✓ Development Experience / Portfolio: Provide a short description of past projects of a similar nature completed by the development team (up to 10 pages). Include a description of the projects, cost, completion date, and references.
- ✓ Evidence of development team's fiscal capacity to undertake the proposed project.
 - Include an Initial Pro Forma, and Sources & Uses Worksheet.
- ✓ Resume of firm and lead team members.

City of Grand Haven staff may seek additional information upon receipt of a development proposal. Staff may also utilize a third-party reviewer for Pro Forma evaluation.

The RFP and responses should not be considered a legally binding agreement. Upon selection of a qualified development team, City of Grand Haven will enter into a pre-development agreement including the negotiated land lease rate, due diligence period, and other terms.

Proposal Format

Six (6) printed proposals and a PDF version shall be submitted by the deadline stated in the attached schedule to:

Brian Urquhart
City Planner
519 Washington Avenue Grand
Haven, MI 49417

(616) 935-3276
burquhart@grandhaven.org
www.grandhaven.org

SELECTION PROCESS AND CRITERIA CONT'D

Scoring Considerations:

- ☐ Concept/Architectural Design
- ☐ Alignment with Zoning and Planning
- ☐ Accessibility and Open Space Preservation
- ☐ Sustainability Practices- Green Infrastructure
- ☐ Year-Round Practicality
- ☐ Generational Opportunity
- ☐ Consistency with Adjacent Development/Uses
- ☐ Development Team's Experience
- ☐ Fiscal Capacity of Development Team
- ☐ Requests for Incentives
- ☐ Timing of Development

RFP Released	1/17/24	
Site Showcase Event	TBD	
RFP Submittals Due	4/17/24	Submissions must be sent to clerk@grandhaven.org by 10:00am.
Evaluation Period	4/18/24-6/19/24	Proposals will be posted online to allow for community input; proposals will also go before appropriate Boards, including but not limited to MSDDA and Planning Commission, for comment.
Finalists Notified	6/21/24	
Finalist Presentations	7/1/24	
Project Selection	7/15/24	
Finalize Terms of Agreement	August-September 2024	

CONTACT / QUESTIONS

Questions may be directed to:
 Brian Urquhart
 City Planner
 (616) 935-3276
 burquhart@grandhaven.org



CHINOOK PIER GRAND HAVEN, MI

DEVELOPMENT REQUEST FOR PROPOSALS



Attachment D



CITY OF GRAND HAVEN
LAKE FOREST CEMETERY BOARD
MINUTES
July 10, 2023

Members Present: Ronald Streng, Dennis Scott, Edward Watkins, Cynthia Crane

Members Absent: Kathryn Roberts

Guests present: Derek Gajdos, Public Works Director (City Liaison)

The meeting was called to order at 3:02 PM by Chair Ron Streng.

Approval of Minutes

Minutes from the June 12, 2023 were presented. Motion by Streng, second by Watkins to approve the minutes as presented. Motion passed unanimously.

OLD BUSINESS

Request from Ann Miller to install a 54" base mounting a double marker over two lots in block 48B, lot 31, grave 3 and 4. The current Rules and Regulations stipulate a maximum of 48" in length. The request rescinded by Ms. Miller.

A review of the Open Meetings Act with material prepared by the City Clerk, Maria Boersma.

NEW BUSINESS

None

Other Business

None

Adjournment

There being no further business, Board Chair Streng adjourned the meeting at 3:32 p.m.

The next meeting is scheduled for August 10, 2023 at 3:00 PM.

CALL TO ORDER: 7:02 PM ALL PRESENT

COMMISSIONERS: Larry Burns, Elizabeth Pool, Mike Poort, Georgette Sass, John Williams
CITY LIAISON: Derek Gajdos

APPROVAL OF AGENDA: Motion to approve by Burns; 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. Council will hear all comments for future consideration but may not have a response at this time.*

APPROVAL OF MINUTES: Motion to approve by Williams; Second Burns; Approved

AGENDA

NEW BUSINESS:

- A. **Invited Speaker** – Natalie Bekins, from the Ottawa County Conservation District offices, Project Coordinator West Michigan Conservation Network (WMCN; *we have known as Michigan's Cooperative Invasive Species Management Areas- CISMA*). Natalie will address the current status of Hemlock Woolly Adelgid in the Ottawa County area and present what best practices would look like for the Duncan Park Commission (DPC) moving forward with our once-treated Hemlocks.

Natalie Bekins presented on the status of HWA as well as how and when to look for infestation. November through March is the best time to survey the Hemlock trees. The adelgids are seen on the underside of the branches. However, they are incredibly hard to spot at the beginning of infestation. A magnifying glass is recommended. The recommendation for treatment is a basal bark treatment between April and August. Another treatment is with an injection into the tree, but that research isn't conclusive yet for the retreatment of trees. There is no best management plan recommendation at this time.

Cheryl Nelson from the DNR presented on Oak Wilt, Beech Bark Disease, and Beech Leaf Disease. She explained how to spot these as well as known treatment options.

No plan was created at this time.

-
- B. **Discussion** – Possible collaboration with the Citizens Climate Lobby regional chapters (Grand Haven & Grand Rapids) on a May 16 event sponsoring Old Growth Forests in Grand Haven. Representatives plan to attend and will provide additional information regarding their ideas. Bill Martinus would be ideal for leading a walk at this event. **Outcome** – DPC will determine how to best collaborate in this event with the CCL and vote on the event.

Sass motioned to participate with the Citizens Climate Lobby in an Old Growth Forest Walk on May 16, 2024. Second Williams; Approved

-
- C. **Discussion** – Commissioners have acted individually to address specific issues that arise in the park. It would be a good idea to document such volunteer work in our minutes. As such, it is requested that a category be added to our official agenda items to reflect these efforts. A potential heading would be the COMMISSIONERS REPORT. This could be in addition to the now existing PRESIDENT REPORT or replace it. **Outcome** – DPC will discuss and vote on how to best document and reflect the rationale for any volunteer efforts made by commissioners in Duncan Park.

Sass motion to change the President's report to the Commissioner's report. Second Burns; Approved

-
- D. **Discussion** – Selection of priority expenditures for the DPC. Rank choice analysis of Commissioner's priorities will be presented. Additional projects that would require potential

funding allocation consideration have since been proposed. These include, but are not limited to, the following - Gate Repair; Parking Lot drainage; deploying Surveillance Cameras within the park; additional kiosk at the Lake Ave gate; specific educational kiosk or signs; foot cleaning stations; native planting beds. In recognition of the fact that some projects would be good candidates for volunteer events/projects, DPC should also discuss how to facilitate this approach. **Outcome** – DPC will discuss, taking under consideration recent project suggestions and vote on specific priorities as well as how to move forward with those selected that will require expenditures for the 2023/2024 fiscal year.

A review of the ranked priorities was discussed. The tasks will be divided into expenditure projects and non-expenditure projects. No plan was made at this time.

Poort and Pool will look into gate replacement costs/estimates.

Burns volunteered to look into scheduling events for the summer of 2024—months to include May to October.

E. **Discussion** – Review of the Fall Drive Thru. The following are items of note to be addressed – Duncan Park Brochure to be updated; provide dog bones in addition to Halloween candy; big “Enter Here” sign with arrow at Lake Street entrance or reroute direction of flow through the parking lot; publicize in the newspaper as well as Downtown Kiosk (coordinate with Tim Price); Advertise on Facebook and Instagram on the city pages; select a fund we are raising money for to prompt more giving; Possible Trunk or Treat or spooky walk; reminder to clean up the drive the week before. **Outcome** – DPC will discuss with agreed upon finalized plans to be carried out at next Fall Drive Thru.

Change name to Fall COLOR Drive Thru.

Pool to create a calendar for tasks needed for the event.

F. **Discussion** – There has been a request for a Forestry Subcommittee task update. **Outcome** – DPC will look to Larry Burns (on the subcommittee) to provide.

Final Meeting Minutes TK

A planned Forest Management Summit is tentatively proposed for December 6.

A planned Community engagement is tentatively set for January 30.

PRESIDENT REPORT:

- Thanks go to Beth for getting the brochure printed!
- Thanks go to John, Mike, and Larry for moving picnic tables to the shed!
- Survey ready for launch.
- Duncan Park kiosk signage decision. (Moving forward with option 5.)
- Thanks to the Pool family for planting Daffodils
- Thanks to Mike for the fallen tree cleanup on the roads and paths.
- Thanks to John for ordering swags for the entrances.

OLD BUSINESS: NONE AT THIS TIME

CITY LIAISON REPORT: NONE AT THIS TIME

Duncan Park Commission – November 28, 2023; Regular Meeting; 7:00pm

Grand Haven City Hall, City Manager Meeting Room, Grand Haven, MI

TREASURER REPORT: Financial reports shared on Google Drive and sent with the November meeting agenda.

PUBLIC COMMENT: NONE AT THIS TIME

ADJOURNMENT: 8:57 PM

NEXT MEETING: December 20, 2023 @7pm

Correction to change aphids to adelgids in the first paragraph.

Burns motioned to approve minutes; second Poort; approved

APPROVED MINUTES RESPECTFULLY SUBMITTED BY:

ELIZABETH POOL

ELIZABETH A POOL

DUNCAN PARK COMMISSION, SECRETARY

**CITY OF GRAND HAVEN
GRAND HAVEN, MICHIGAN
ECONOMIC DEVELOPMENT CORPORATION
BROWNFIELD REDEVELOPMENT AUTHORITY
DECEMBER 4, 2023**

The Regular Meeting of the Economic Development Corporation/Brownfield Redevelopment Authority was called to order at 4:00 pm by Chairperson Jim Bonamy in the Grand Haven City Council Chambers, 519 Washington Avenue, Grand Haven, MI 49417.

Present: Bob Monetza, Jim Bonamy, Mike Fritz, Bill Van Lopik, Joy Gaasch, Eric Schmidt

Absent: Brook Bisonet, Tom Braciak, Linda Weavers

Others Present: Emily Greene, Elizabeth Butler, Roman Wilson, Brian Urquhart, Ashley Latsch, Tim Price; Marilyn Chrumka of Michigan Community Capital attended remotely

APPROVAL OF MEETING MINUTES

Fritz moved, seconded by Van Lopik to approve the regular meeting minutes of November 6, 2023.

Ayes: 6

Nays: 0

This motion carried.

APPROVAL OF AGENDA

Fritz moved, seconded by Monetza to approve the agenda as submitted.

Ayes: 6

Nays: 0

This motion carried.

FIRST CALL TO AUDIENCE

Jim Hagen, 400 Lake Ave., questioned the Diesel Plant Brownfield TIF and asked if there would be a need for bonding by the city.

UNFINISHED BUSINESS

Robinson Landing Brownfield Reimbursement Agreement Amendment No. 1:

Marilyn Chrumka of Michigan Community Capital requested approval of Amendment No. 1 as discussed in detail at the November 6, 2023, meeting.

Motion to approve Robinson Landing Brownfield Reimbursement Agreement Amendment No. 1 by Fritz, second by Gaasch.

Ayes: 6

Nays: 0

This motion carried.

NEW BUSINESS

Grand Fun! EDC Loan Request:

Tim and Sara Pokorski requested a \$50,000 Revolving Loan Fund 5-year loan as gap financing to assist opening of “Grand Fun!”, a family entertainment center to be located at 1051 Jackson Avenue in Grand Haven. They provided a history of the project, personal investments made to date, and explained that certain unforeseen costs related to the building and code compliance necessitated this request. Bisonet and Butler had reviewed the proforma. A question was raised regarding potential liquor license for beer and wine; this may be a possibility in the future but not at this time. Butler reported that she and Bisonet recommended approval.

Schmidt stated he believed options existed for potential local customers to go to nearby communities, which would limit the profitability of this venture.

Monetza and Fritz noted that this facility could fill a need within the community for youth entertainment.

Urquhart stated that the zoning for the property was not a problem, although a future alcohol license could be an issue.

Greene noted that there was approximately \$203,000 in the revolving loan fund available.

Motion by Gaasch, second by Van Lopik, to approve a 5 year, \$50,000 revolving fund loan at 6.5% interest, with interest only payments for 6 months, and principal and interest payment for the remainder of the term.

Ayes: 5-- Fritz, Monetza, Gaasch, Van Lopik, Bonamy

Nays: 1-- Schmidt

This motion carried.

Discussion of EDC/BRA Bylaws:

Bonamy requested more feedback on the By-Laws. Gaasch compared the guidelines and discussed the language in the Statutes defining the EDC and the BRA and distributed copies. Language in the proposed By-Laws were drawn largely from Benton Harbor and existing Grand Haven By-Laws. Gaasch commented on the differences between operational issues and matters required to be in By-Laws.

Bonamy and Gaasch requested further feedback to them before our next meeting. No action taken.

Upcoming Request for Diesel Plant Brownfield TIF:

Roman Wilson presented tables detailing the Brownfield Plan, pending approval by City Council of the OPRA request at the Council meeting on the evening of December 4, 2023. It was noted that a blight elimination grant was unspent at this time, intended to be used on roof replacement; Ottawa County may extend the grant by another year.

Approval and recommendation to Council would need to be done in a future special EDC/BRA meeting, following approval of the OPRA. No action was taken at this time.

REPORT BY BOARD MEMBERS

None.

CALL TO AUDIENCE SECOND OPPORTUNITY

No response.

ADJOURNMENT

After hearing no further business, Chairperson Jim Bonamy adjourned the meeting at 5:42 pm.

Bob Monetza

**CITY OF GRAND HAVEN
GRAND HAVEN, MICHIGAN
ECONOMIC DEVELOPMENT CORPORATION
BROWNFIELD REDEVELOPMENT AUTHORITY
WEDESDAY, DECEMBER 6, 2023 at 2:30PM**

The Special Meeting of the Economic Development Corporation/Brownfield Redevelopment Authority was called to order at 2:32 pm by Jim Bonamy in the City of Grand Haven City Council Chambers, 519 Washington Avenue, Grand Haven, MI 49417.

Present: Brook Bisonet, Jim Bonamy, Mike Fritz, Joy Gaasch, Eric Schmidt, Bill Van Lopik

Absent: Tom Braciak, Bob Monetza, Linda Weavers

Others Present: Emily Greene, Ashley Latsch, Tim Price, Brian Urquhart, Elizabeth Butler, Kirk Perschbacher

APPROVAL OF AGENDA

Motion to approve by Gaasch, seconded by Fritz to approve the agenda as submitted.

Ayes: 6

Nays: 0

This motion carried unanimously.

CALL TO AUDIENCE

Jim Hagen, 400 Lake: Commented on the use of Tax Increment Financing (TIF) funds.

NEW BUSINESS

Kirk Perschbacher, Senior Brownfield Specialist from Fishbeck, presented the Diesel Plant Property Brownfield Tax Increment Financing (TIF) Plan for 518 S Harbor Drive on behalf of the developer Grand Power Works, LLC. With the passing of an 8-year Obsolete Property Rehabilitation Act (OPRA) exemption at City Council on December 4, 2023, Grand Power Works is requesting a 16-year TIF for eligible activities, accompanied by a 4 year TIF capture for the Local Brownfield Revolving Fund. The taxable value of this parcel has historically been \$0. The initial taxable value for the parcel will be \$499,000 prior to rehabilitation. Layering the 8-year OPRA and 20-year TIF will consist of:

- In years 1 to 20, the parcel will pay taxes on the assessed value of \$499,000.
- In years 1 to 8, the OPRA will abate local taxes on the redevelopment.
- In years 1 to 8, State taxes will be captured to reimburse eligible activities and costs in the Brownfield TIF plan.
- In years 9 to 16, or after the OPRA is completed, local and state tax increment revenues will be captured for TIF reimbursement.

The eligible activities include public infrastructure improvements, site preparation, work plan, A/E related to eligible activities, demolition and abatement, pre-demolition surveys, demolition on interior engines/pipes, and vapor intrusion/due care totaling \$960,000.

Conversation occurred around the likelihood that a Brownfield TIF will be requested for any development on this parcel due to the significant environmental challenges.

A question was submitted by Weavers via email prior to the meeting regarding the allowable interest rate reimbursement to the developer. Discussion took place about why interest is requested, and what the guidelines are in using it. In the Plan, the developer is requesting a 5% simple interest rate. Statutorily, 5% interest is standard, although it is negotiable. Setting the interest rate is at the discretion of the Authority. Historically, the City of Grand Haven has used the interest rate based on the request submitted and 5% interest is consistent with obsolete properties that the BRA has done and is common Statewide. Ottawa County has a maximum rate of 5% and Muskegon also uses 5%. The cost to the developer to borrow the funds is higher than the 5% interest rate they are requesting.

Moved by Gaasch, seconded by Schmidt, the Brownfield Redevelopment Authority recommends approval to the Grand Haven City Council for the submitted Brownfield Plan at 518 S. Harbor Drive.

Roll call vote:

Ayes: 6

Nays: 0

This motion carried unanimously.

ADJOURNMENT

Motion to adjourn by Bisonet, seconded by Schmidt, carried unanimously. The meeting adjourned at 3:01pm.



**CITY OF GRAND HAVEN
519 WASHINGTON AVENUE
GRAND HAVEN, MI 49417
616-842-3210**

**HARBOR BOARD
NOTICE OF MEETING CANCELLATION**

Please take notice that the regularly scheduled Harbor Board meeting of Tuesday, January 16, 2024, has been cancelled due to lack of agenda items. If you have any questions regarding this notice, please contact board liaison Jeff Hawke at 616-842-3210 or by email at jhawke@grandhaven.org.

Maria Boersma
City Clerk
Grand Haven City Hall
519 Washington Ave,
Grand Haven, MI 49417
(616) 847-4886

DATED: January 8, 2024
POSTED: January 8, 2024

City of Grand Haven Human Relations Commission
Thursday, October 26, 2023, 5:30 p.m.
City Hall | 519 Washington Grand Haven

Minutes

The regular meetings of the Grand Haven Human Relations Commission was called to order by Keith Colson at 535pm in the council chamber of City Hall, 519 Washington Ave.

Present: Commission Members Emmet Brown, Andrew Villanueva, Sydney Kroll, Wes McGee, Amber Mendiola-Suarez, & Keith Colson

Absent: Greta Fuller, Annie Baker, Jessica Cole Robinson

Others Present: Assistant City Manager Tim Price

Additions/Deletions to the Agenda & Motion to Approve

Colson presented the Agenda. Villanueva asked to redact the Visionary Award Transition Report, as no update was available. Colson asked to add a motion to review the Black History Month Statement written by Brown for potential submission to city council. Motion to approve with above edits by McGee, 2nd by Villanueva, all approve.

Approval of Minutes of meeting: September 2023

Colson presented, Brown motion to approve, McGee seconds, all approve.

Welcome Guests/Call to Audience

Welcome call to audience by Colson, none in attendance.

Liaison Report

Colson provided the commission with the following updates: Chelsea Payton (Loutit Library) is participating in Lakeshore Big Read, which is a series of events and book recommendations speaking to a diverse set of perspectives. Esther Fifelski (Holland HRC): Social Justice Awards which will be held on January 18th at Holland City Hall at 6pm. The GH HRC is welcome to attend their meetings (3rd Thursday, City Hall) and see how they do things. Colson suggested that if someone is able to attend and report back they should do so. Barbara Lee VanHorsen

(Momentum Center): Capital Campaign and grant funding going well - adding a sensory room, shower/laundry facilities, and meeting spaces. Operational funding still at risk due to county commissioners against their DEI efforts; asking those who can to speak on behalf of the Momentum Center at the October 30 CMH meeting. Reyna Masko/John Gonzalez (TCPI): hoping to find a way to highlight our City's proclamation for Hispanic Heritage month next year, as this year it was voted on in a bundle and difficult to find information about. Price acknowledged that with a little more forethought and foreplanning this could be better presented, especially if commissioners were present to read it as part of the city council meeting.

Old Business

Colson brought forth the continued topic of Black History Month and brainstorming how the HRC wants to invest their time and energy to come from a position of thoughtfulness and awareness. Price suggested that the Muskegon Community College DEI officer, Ken James, may be willing to facilitate a discussion. Villanueva recommended the commission reach out to the Unicorn Tavern as both a potential future liaison and/or venue. Brown offered to reach out to Denise Kingdom, the pastor who moved Holland to have a day of service for MLK Day. Brown also suggested connecting with Henry & Lindsey Cherry with the I Am Academy, who have worked to directly address racial violence in Holland.

The commission also discussed how the HRC wants to work to recognize Black History Month in the city. Colson recommended that the HRC could serve as a collator for information and events in the city and surrounding areas. Brown and McGee both suggested more active participation and recommended holding different kinds of events. Brown warned, however, that there is a very low population of Black and/or African Americans in Grand Haven, and such an event would need to be very intentional and well thought out or risk doing more harm than good. The commission overall agreed that they were not prepared to host such an event this upcoming February, but did discuss making plans for Juneteenth and looking to make plans for the following year.

New Business

Colson read a letter (see Appendix A) provided by Rev. Dr. Jared C. Cramer in regards to their suit against the Ottawa County Board of Commissioners for discrimination. Colson stated they felt the commission should discuss, or at least be aware, of discrimination claims within their community. The commission discussed how or if the HRC has space to bring this suit and issue to the attention

of city council. A motion was raised to write a letter to city council and ask they provide a platform for this member of our community to speak as they are silenced elsewhere, 1st by Brown, 2nd by McGee, all approved.

Brown then read their draft of a proclamation declaring February as Black History Month. After discussing and identifying typos, a motion to present to city council with the edits discussed was raised by Villanueva, 2nd by McGee, approved by all.

Second Call to Audience – No one here.

Meeting adjourned at 6:56pm, motioned by Villanueva, second by Brown approved by all. The next meeting will take place on November 16, 2023.

Appendix A



St. John's Episcopal Church

524 Washington • Grand Haven, MI • 616.842.6260 • www.sjegh.com

Monday, October 23, 2023
*The Feast of St. James the Apostle,
Brother of Our Lord Jesus Christ & Martyr*

Human Relations Commission
The City of Grand Haven
519 Washington Avenue
Grand Haven MI 49417

Dear Members of the Human Relations Commission,

I'm writing at the request of your chair, Keith Colson, regarding my recent lawsuit against the Ottawa County Board of Commissioners alleging discrimination and violation of the First Amendment of the Constitution by refusing to allow me—or other progressive pastors—to give the invocation at County Commissioner meetings.

While this lawsuit is mine and mine alone, I was motivated in filing it given my work with the Ottawa Coalition of Unifying Christians. Our group has created a statement (available online here: <https://www.unifyingchristians.com/statement>) that has been signed by 11 faith communities and 417 individuals (including 34 pastors), all of whom live, work, or worship in Ottawa County and are distressed by many of the actions that Ottawa Impact has taken. The vast majority of those who have signed are also followers of Jesus Christ who believe that Ottawa Impact, despite their claims to the contrary, does not represent the teachings of Jesus.

It is this alternative Christian voice with Ottawa Impact is currently silencing by their stranglehold on who can give the invocation. People like me, who might pray for the way our

county leadership decisions are going to affect queer kids, migrant farm workers, those struggling to meet their public health needs, and so much more... we are not allowed to say our prayers at their meeting.

My hope is that the courts will bring relief soon. Ottawa County is strongest when we are a county where all truly do belong—and where the voice all Christians, including progressive ones like me (indeed, the voice of every person no matter their faith worldview) is honored and given space.

Thank you for your work trying to ensure that diversity, equity, and inclusion remain values that are important in our city. I'm grateful and if there is every anything I can do to support you in your work, please let me know.

Through Grace,

A handwritten signature in black ink, appearing to read "Jared C. Cramer". The signature is stylized with a large, flowing "J" and a cross-like flourish at the end.

The Rev. Dr. Jared C. Cramer, SCP
Rector, St. John's Episcopal Church

Following Jesus. Inspired through Worship. Boldly loving ALL. *As followers of Jesus, we believe all people—without exception—are God's beloved and are called together by the Holy Spirit. Inspired through time-honored worship, the people of St. John's Episcopal Church strive to boldly love every person and all creation.*

NORTHWEST OTTAWA WATER SYSTEM

Administrative Committee Minutes

August 16th, 2023

A regular administrative committee meeting of the Northwest Ottawa Water System was called to order by Derek Gajdos at 9:03 a.m. Wednesday, August 16th, 2023, in the Council Chambers at Grand Haven City Hall.

Present: Craig Bessinger (City of Ferrysburg), Pat Staskiewicz (Ottawa County), Bill Cargo (Grand Haven Township), Gordon Gallagher (Spring Lake Township), Derek Gajdos (City of Grand Haven), Christine Burns (Village of Spring Lake), Alando Chappell (Grand Haven Township)

Also Present: N/A

Absent: N/A

A motion by Gallagher, supported by Burns, to accept the minutes for the May 17th, 2023, NOWS Committee Meeting. The motion was unanimously approved by voice vote.

Manager's Report, August, September, October '23– By Law

Law provided the Managers report with the following highlights presented.

A robust pumpage volume for May and June kicked off the summer pumping season and helped end the fiscal year just over the 2022/23 pumpage projection. For historical reference, the June pumpage of 410.716 MG represented the fourth-highest monthly total of any month on record and ended the year 5% higher than the previous year. *Unit Growth* during the quarter remained consistent, seeing Grand Haven Charter Township grow the most, with an 8% increase over last year. *Unit Allocation* remains consistent with historical averages. The Northside is again the most prominent consumer, with over 40% of the system total.

The fiscal year ended with *Revenue* at 115.5% of projection and *Expenditures* at 94%. *Cash* on hand at the time of reporting was \$158,243, and the *Replacement Fund* account was \$745,189. Just completed, the new VFD project will expense \$250,000 from the *Replacement Fund*. It was noted that this project was partially funded by insurance. The claim totaled ~\$133,000. Inflationary pressures persist, and both chemical and power costs. Fluoride has increased 64% since September 2022, and a new West Michigan Cooperative contract for Aluminum Sulfate was just awarded and will raise shipment costs by 4% each of the next three years. YTY comp shows a 35% increase in chemical cost, all while actual consumption has decreased. The BLP Continues upward adjustments to the PCA factor, and the new addition of the environmental surcharge are contributing factors for the increase in baseline power costs. Law discussed an evolving summer pumping trend and the implications on power usage costs. Law described two distinct daily peak demand curves, with a new evening peak demand curve emerging as more established and significant than in years past. Law drew

a correlation between the BLP peak billing hours and the Nows system peak hour demands and how there is a growing overlap. Gajdos commented that the evening peak demand should be attributed to the “even/odd” water restriction messaging. Gallagher highlighted the counter-trend on power consumption when looking at the power consumption graphs and complimented operations on peak season power efficiency. Burns asked about the status of the water efficiency messaging and had concerns about timing the messaging. Burns highlighted the typical homeowner's involvement in opening sprinkler systems and contracting with irrigation companies and suggested a February messaging would be best, and Law agreed to explore those avenues. Law acknowledged Burns' concern about the status and timing of messaging and explained delays in time capacity limits and the slow evolution of the city's new web page. Law explained a key objective is having all messaging, regardless of where it comes from, able to be centered around a fresh new web page that anchors the messaging. Content and design have been developed and are currently ready for the new website to be revamped. Law added that another critical objective that should be considered is a permanent annual preseason campaign with consistent messaging. Gajdos pointed back to the data showing the summer evening peak hourly event and its growing prominence that the current messaging would seem to be penetrating the community.

Law described water quality as remaining consistent and excellent. Raw water quality continues to be outstanding. All communities remain well within compliance with DBP results. The PFAS running annual average results remain well within compliance and well under the detection limits of 2 mg/L when averaged.

Adjournment – 9:44 a.m. - Submitted by Eric Law

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

Parks and Recreation Board

**Meeting Minutes
September 6, 2023**

The Parks and Recreation Board meeting was called to order on September 6, 2023 at 6.00 p.m. at the City Hall Conference Room.

Roll Call: Jim DeVries
Bruce Baker
Winsome Bricker
Lynn Groothuis

Absent: Tami Harvey

Also Present: Maria Boersma, City Clerk, Matt Wade, Streets & Utilities Manager and Board Liaison

Approval of Minutes from the August 9, 2023 meeting:

A motion was made by DeVries and seconded by Groothuis to approve the P&R Board Meeting Minutes from August 9, 2023.

Motion was approved 4-0

New Business

23-57 23-56 Park Use Permit – Brancheau – Joseph Elopement
Request Made by: My Barefoot Wedding
Type of Event: Elopement
Location: Grand Haven City Beach
Date(s) of Event: Friday, October 13, 2023
Time Frame: Event: 11:00am to 11:30am
Attendee Count: 7
Notes

A motion was made by Bricker and seconded by DeVries to approve the Brancheau – Joseph Elopement, held at the Grand Haven City Beach, Friday, October, 13 2023, from 11:00am to 11:30pm.

Motion was Approved 4-0

23-58 Park Use Permit – Lakeshore Pickleball Club Classic Member Tournament

Request Made by: Carrie Rodgers
Type of Event: Pickleball Tournament
Location: Mulligans Hollow Pickleball/Tennis Courts
Date(s) of Event: Saturday, September 16 and Sunday September 17, 2023
Time Frame: Event: 8:00am to 12:00pm
Attendee Count: 100
Notes

A motion was made by Bricker and seconded by Groothuis to approve the Lakeshore Pickleball Club Classic Member Tournament, held at the Mulligans Hollow Pickleball/Tennis Courts, Saturday, September 16 and Sunday September 17, 2023, from 8:00am to 12:00pm.

General Business

- The City Clerk, Maria Boersma presented the Open Meetings Act Handbook along with some fact sheets that help breakdown the handbook.

Adjournment

The Parks and Rec Board meeting was adjourned at 6:10 pm.

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

Parks and Recreation Board

**Meeting Minutes
October 4, 2023**

The Parks and Recreation Board meeting was called to order on October 4, 2023 at 6.00 p.m. at the City Hall Conference Room.

Roll Call: Bruce Baker, Chair
Tami Harvey
Lynn Groothuis
Jim DeVries

Absent: Winsome Bricker, Co-Chair

Also Present: Matt Wade, Streets & Utilities Manager and Board Liaison, Doug Lang, Facilities & Grounds Manager, City of Grand Haven.

Approval of Minutes from the September 6, 2023 meeting:

A motion was made by Harvey and seconded by Groothuis to approve the P&R Board Meeting Minutes from September, 6 2023.

Motion was approved 3-0

New Business

23-61 Special Event – Grand Haven Free Friday Nights (Recurring)
Request Made by: Bill Gilbert
Type of Event: Concerts
Location: Lynne Sherwood Waterfront Stadium
Date(s) of Event: July 5, 12, 19 and August 9, 16, 23, 2024
Time Frame: Event: 6:00pm to 8:30pm
Attendee Count: 1,000
Notes

A motion was made by Harvey and seconded by DeVries to approve the Grand Free Friday Nights, held at the Lynn Sherwood Waterfront Stadium, July, 5, 12, 19 and August 9, 16, 23, 2024, from 6:00pm to 8:30pm.

Motion was Approved 4-0

23-62 Park Use Permit – Winterfest (Recurring)

Request Made by: Kevin Galbavi
Type of Event: Cardboard sled race at Mulligan's Hollow
Location: Mulligan's Hollow
Date(s) of Event: Saturday, January 27, 2024
Time Frame: Event: 9:00am to 1:00pm
Attendee Count: 5,000
Notes

A motion was made by Groothuis and seconded by Harvey to approve Winterfest, held at Mulligan's Hollow, Monday, Saturday, January 27, 2024, from 9:00am to 1:00pm.

Motion was Approved 4-0

General Business

- Doug introduced himself to the board. He is new to the Department of Public Works and will be overseeing many of the projects that take place within the City parks.

Adjournment

The Parks and Rec Board meeting was adjourned at 6:15 pm.

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

Parks and Recreation Board

**Meeting Minutes
November 1, 2023**

The Parks and Recreation Board meeting was called to order on November 1, 2023 at 6.00 p.m. at the City Hall Conference Room.

Roll Call: Bruce Baker, Chair
Tami Harvey
Lynn Groothuis
Jim DeVries

Absent: Winsome Bricker, Co-Chair

Also Present: Matt Wade, Streets & Utilities Manager and Board Liaison, Doug Lang, Facilities & Grounds Manager, City of Grand Haven.

Approval of Minutes from the September 6, 2023 meeting:

A motion was made by Harvey and seconded by Groothuis to approve the P&R Board Meeting Minutes from September, 6 2023.

Motion was approved 3-0

New Business

23-61 Special Event – Grand Haven Free Friday Nights (Recurring)
Request Made by: Bill Gilbert
Type of Event: Concerts
Location: Lynne Sherwood Waterfront Stadium
Date(s) of Event: July 5, 12, 19 and August 9, 16, 23, 2024
Time Frame: Event: 6:00pm to 8:30pm
Attendee Count: 1,000
Notes

A motion was made by Harvey and seconded by DeVries to approve the Grand Free Friday Nights, held at the Lynn Sherwood Waterfront Stadium, July, 5, 12, 19 and August 9, 16, 23, 2024, from 6:00pm to 8:30pm.

Motion was Approved 4-0

23-62 Park Use Permit – Winterfest (Recurring)

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Notes

A motion was made by Groothuis and seconded by Harvey to approve Winterfest, held at Mulligan's Hollow, Monday, Saturday, January 27, 2024, from 9:00am to 1:00pm.

Motion was Approved 4-0

General Business

- Doug introduced himself to the board. He is new to the Department of Public Works and will be overseeing many of the projects that take place within the City parks.

Adjournment

The Parks and Rec Board meeting was adjourned at 6:15 pm.

**CITY OF GRAND HAVEN
519 WASHINGTON AVENUE
GRAND HAVEN, MI 49417
616-935-3276**

**ZONING BOARD OF APPEALS
NOTICE OF CANCELLATION**

The January 17, 2024 regular meeting of the City of Grand Haven Zoning Board of Appeals has been cancelled. The next regular meeting is scheduled for Wednesday February 21, 2024, at 7:00 PM, Grand Haven City Hall, 519 Washington Avenue, Grand Haven, MI.

Brian Urquhart
City Planner

DATED: January 9, 2024
POSTED: January 9, 2024