



**APPROVED Minutes**  
**Community Energy Plan Steering Committee**

**Tuesday, June 13, 2023**

**Central Park Place, Woodbine Room**

**Minutes of June 13<sup>th</sup> Meeting, 9:00 AM**

1. **Call to Order:** Ryan Cotton, Interim Convener, called the meeting to order at 9:01 AM and reviewed the agenda.
2. **Changes or Additions to the Agenda:** None
3. **Attendance:** Craig Bessinger, Ferrysburg City Manager, Ashley Latsch, Grand Haven City Manager; Tim Price, Grand Haven Assistant City Manager, Karen Lowe, Grand Haven City Council, Mike Fritz, Grand Haven City Council, Erik Booth, BLP, John Job, Grand Haven Township Citizen, Garry Post, Ferrysburg Citizen, Dr. Nick Petrangelo, Ferrysburg Citizen, Patti Nelsen, Grand Haven Citizen, Nancy O'Neill, Grand Haven Citizen, Ryan Cotton, Grand Haven Citizen. Jim Hagen attended from the general public.  
**Invited/Not in Attendance:** Jerry Sias, Ferrysburg City Council, David Mann, Grand Haven Citizen; Will Montgomery, Ferrysburg City Council, Greg Griffin, Karen Sherwood, Grand Haven Township, Bill Cargo, Grand Haven Township (ex-officio), Gordon Gallagher, Spring Lake Township (ex-officio), Dave Walters (ex-officio)
4. **Introductions (Elected officials, Administrators, and Citizens):** Ryan welcomed the new members, and each person explained their interest in the project.
5. **Approval of Minutes of the June 8, 2023 Meeting:** Jim Hagen was added as a member of the public in attendance.
6. **First Opportunity for Public Comment:** Jim Hagen was recognized. No comment.
7. **Selection of Leadership:** After much discussion, John Job and Ryan Cotton were nominated to be Chair and Assistant Chair (responsible for the minutes and emails) by Garry Post, supported by Mike Fritz. Unanimously approved.
8. **Review of RFQ's Received from Four Consultants and Discussion of Initial Google, Utility Checks, And Reference Checks** – John asked for feedback on these checks:
  - Blue Strike Environmental, Boston/Monterey
  - Garforth International, Toledo/Canada
  - Michigan Energy Options/5 Lakes Energy, Lansing/Grand Haven
  - Public Sector Consultants/Fresh Coast Climate Solutions, Lansing/Ann ArborKaren suggested that all four be invited to submit a cost proposal, Erik's contacts with utilities were positive. Ashley suggested that Blue Strike Environmental not be invited to

submit if we were narrowing down to three and Ashley reported positive results in her checks about the others.

9. **Motion on which firms to invite to submit Cost Proposals and Timetable** – After much discussion, the motion was made to invite all four firms to submit cost proposals by June 23, 2023, including a fee schedule, hours dedicated to each task in the scope of work, a single point of contact, and a total not-to-exceed cost, along with the clarifications that calculations on the full carbon impact must be included (all the utilities plus **transportation** -- as was requested in the RFQ). Ryan volunteered to inform the consultants and to copy John as Chair and Ashley as the fiduciary.
10. **Discussion On Who To Conduct And Report Back On Reference Checks, Interviews, And How To Otherwise Proceed On Due Diligence While Awaiting Cost Proposals** – No additional discussion or action, other than the need to schedule presentations from the finalist firms after reviewing their cost proposals.
11. **Discussion on Spring Lake Township and Grand Haven Township Participation**—John reported that he and Deanne Brink, citizen, and Karen Sherwood, Assistant Township Manager, had been designated by Township Manager Bill Cargo to represent the Township and to report back at the GHT Board after the last Board meeting on June 12, 2023. He also reported that although the Grand Haven Township Board declined to designate any Board Member representatives, the Board might consider a cost contribution later (once the bids are known). Ryan reported that the Spring Lake Township Manager has been kept abreast of this project, yet this matter has not appeared on another Board agenda to-date. He also said he has kept former Township Supervisor and citizen John Nash informed. Discussion encouraged Ryan to keep both Gordon and John informed and invited to attend. Ryan suggested that the eventual consultants not spend time in Spring Lake Township unless there is official representation so as to not dilute the consultant’s other efforts. No decision was made pending a formal conclusion on SLT’s representation.
12. **Discussion and Motion on Next Meeting Date, Time, and Place (Rotate locations?)** – Discussion resulted in the decision to meet again at Central Park Place on Thursday, June 29<sup>th</sup> at 4 PM to discuss the cost proposals in a room to be determined. (The proposals will be delivered to each member in advance after being received on June 23<sup>rd</sup>.)
13. **Second Public Comment:** Jim Hagen reaffirmed the need for the proposal clarifications discussed.
14. **Discussion on Next Agenda Items** – No discussion
15. **Motion to Adjourn:** Made by general affirmation at 10:23 AM.

Ryan Cotton  
Assistant Chair  
Community Energy Plan Task Force  
Cell: 616-638-8910