



**CITY OF GRAND HAVEN
GRAND HAVEN, MICHIGAN
AGENDA FOR
REGULAR COUNCIL MEETING
GRAND HAVEN CITY HALL*
COUNCIL CHAMBERS
519 WASHINGTON AVE
MONDAY, NOVEMBER 17, 2025
7:30 PM**

- 1. MEETING CALLED TO ORDER**
- 2. ROLL CALL**
- 3. INVOCATION**
- 4. PLEDGE OF ALLEGIANCE**
- 5. REAPPOINTMENTS TO BOARDS & COMMISSIONS**
- 6. NEW APPOINTMENTS TO BOARDS & COMMISSIONS**
- 7. APPROVAL OF CONSENT AND REGULAR AGENDA**
- 8. CONTINUATION OF WORK SESSION (IF NEEDED)**
- 9. CALL TO AUDIENCE – ONE OF TWO OPPORTUNITIES**

At this time, members of the audience may address Council on any item, whether on the agenda or not. Those addressing Council are asked to provide their name and address and will be limited to three minutes of speaking time. Council will hear all comments for future consideration but will not have a response at this time. Those not physically present who would like to call in may dial 616-935-3203.

10. PRESENTATION

ATTACHMENT A

- A. Principal Shopping District Update. *Chandi Pape, Executive Director, MSDDA.*

11. CONSENT AGENDA

ATTACHMENT B

- A. Approve the bills memo in the amount of \$1,217,058.11.
- B. Approve the 2026 City Council Meeting dates.
- C. Authorize the City Manager to submit a Michigan Lighthouse Assistance Program grant application in the amount of \$60,000, provide matching funds in the amount of \$60,000 to be reimbursed by the Grand Haven Lighthouse Conservancy, and authorize expenditures in the amount of at least \$120,000 for inner lighthouse improvements.

- D. Approve the itemized bid proposal from Wagner Enterprise of Troy Michigan to refurbish and reline the interior surface of five fiberglass chemical storage tanks at the Northwest Ottawa Water Systems (NOWS) Water Filtration Plant in the budgeted not to exceed amount of \$157,522.68.

12. UNFINISHED BUSINESS

13. PUBLIC HEARING

14. NEW BUSINESS

ATTACHMENT C

- A. Consideration by City Council of a resolution to approve a Commercial Rehabilitation Act Exemption Certificate at 1445 Columbus Street, parcel #70-03-21-477-017, with legal description of LOTS 22, 23 & 24 CORLS ADD, pursuant to Public Act 210 of 2005 as amended.

Brownfield/EDC Board recommends approval.
Administration recommends approval.

- B. Consideration by City Council of a resolution to approve the relocation and expansion of the Grand Haven Jeepfest event to be hosted at Harbor Island on August 14th and 15th 2026, and to host a Kickoff Party downtown on August 13th, 2026.

Parks and Recreation Board recommends approval.
Administration recommends approval.

- C. Consideration by City Council of a resolution to approve the expansion of the Winterfest event to include a fireworks presentation on Saturday, January 24th, 2026, from Lynn Sherwood Waterfront Stadium.

Parks and Recreation Board recommends approval.
Administration recommends approval.

- D. Consideration by City Council of a resolution to approve the FY2025-26 Fee Schedule Amendment 2, effective January 1, 2026, through June 30, 2026.

Administration recommends approval.

15. CORRESPONDENCE & BOARD MEETING MINUTES

16. REPORT BY CITY COUNCIL

17. REPORT BY CITY MANAGER

18. CALL TO AUDIENCE–SECOND OPPORTUNITY

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19. ADJOURNMENT

Attachment A

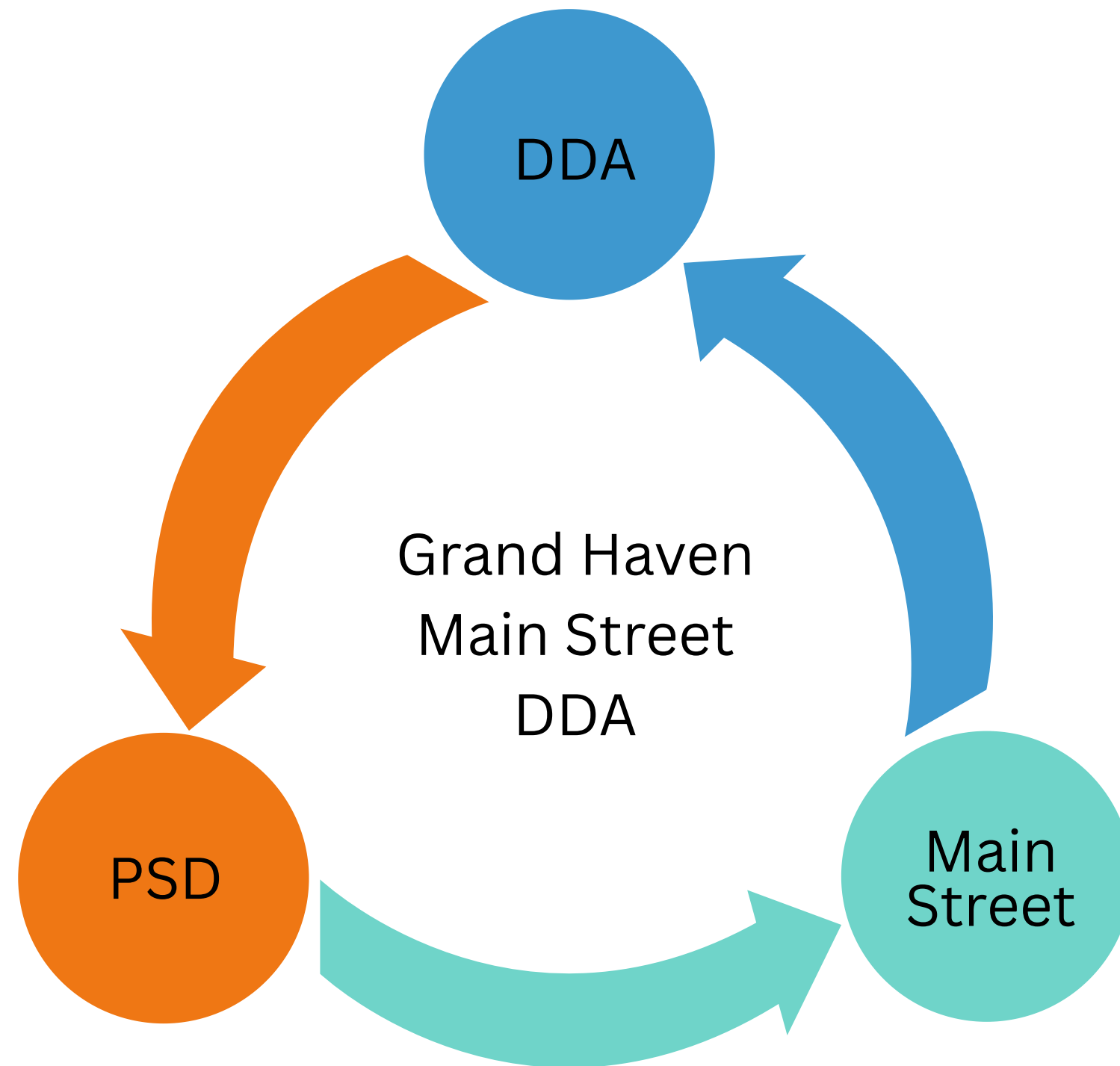


PSD

Principle Shopping District
2025



PSD: Principal Shopping District



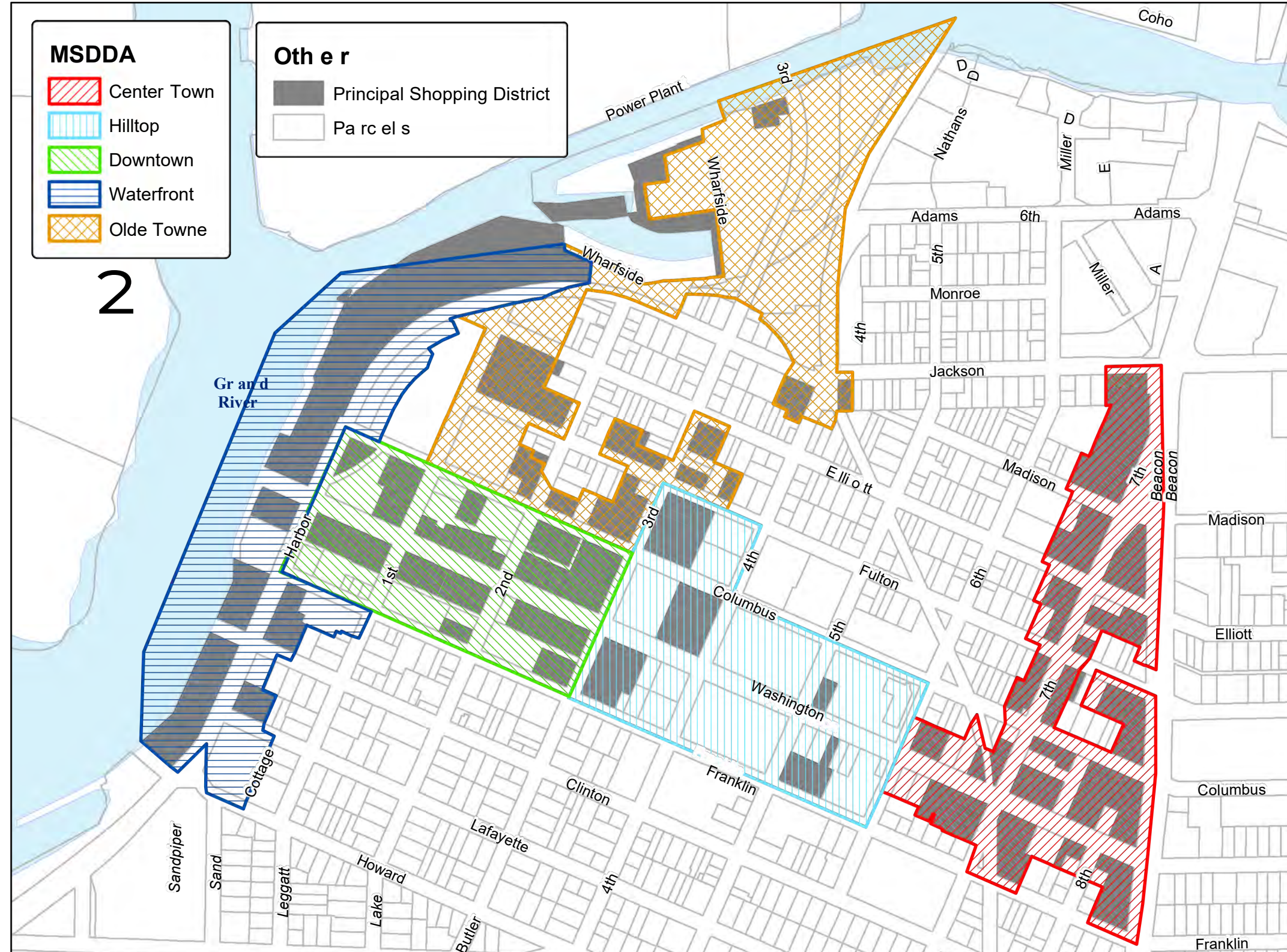
Downtown Development Authority
Est. 1975

Accredited Main Street
Est. 2005

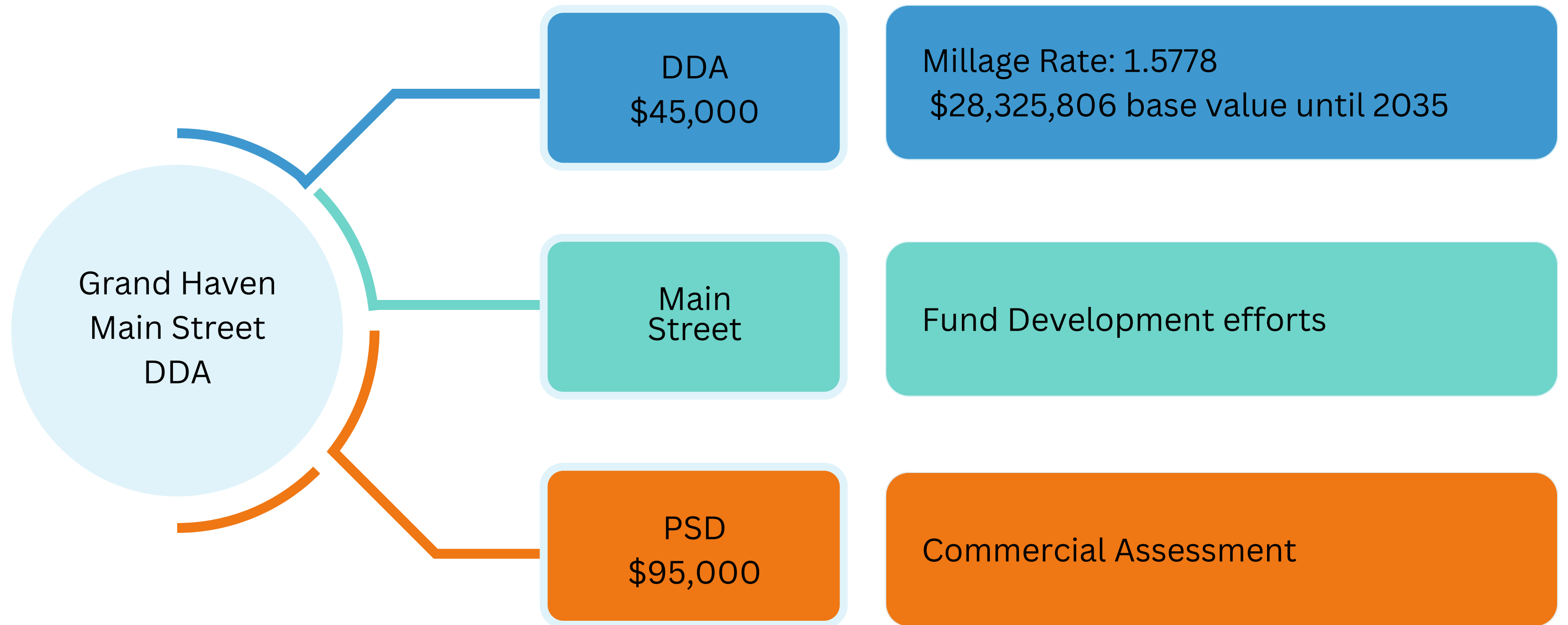
Principal Shopping District
Est. 2011

PSD: Principal Shopping District

Main Street Downtown Development Authority & Principal Shopping District - March 2016

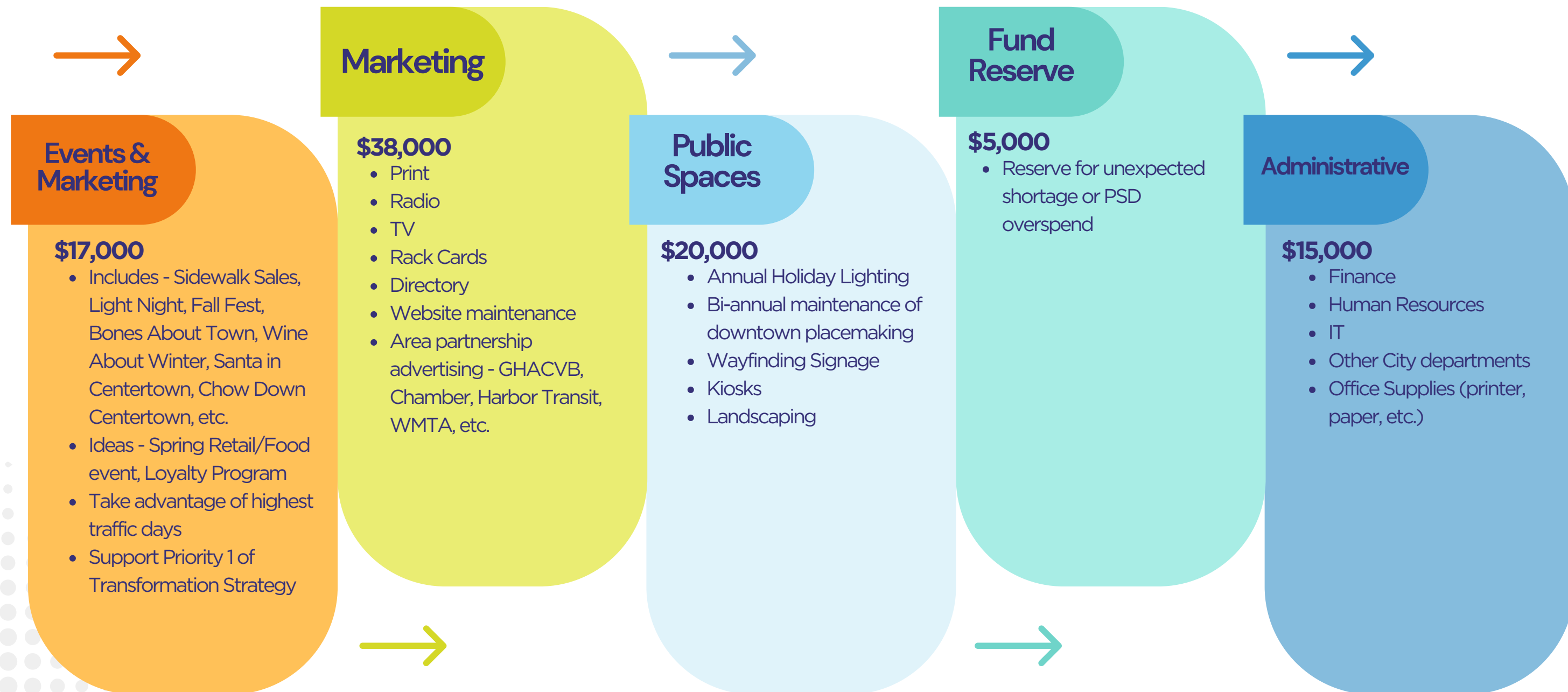


PSD: Principal Shopping District

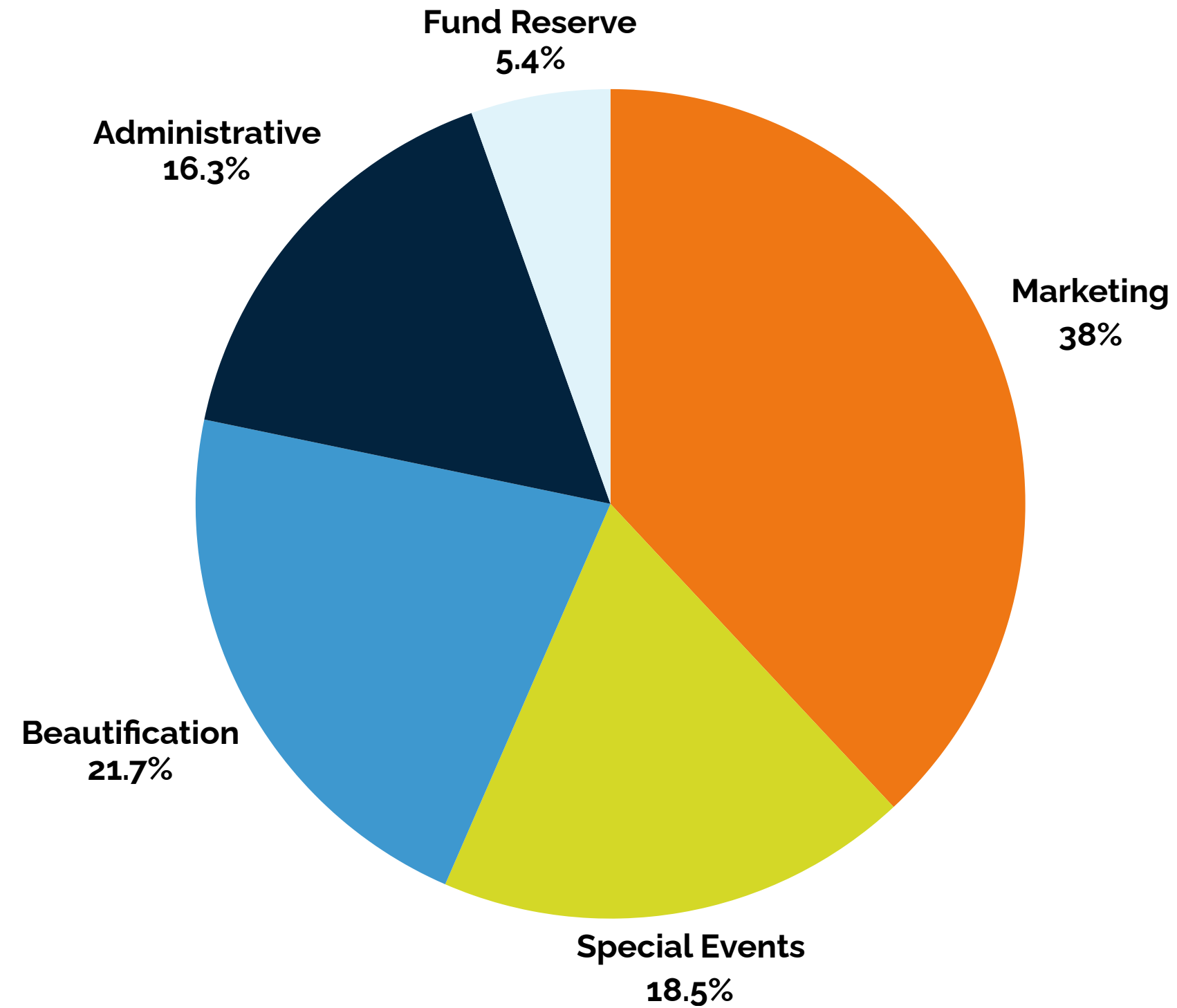


PSD: Principal Shopping District

PSD: 2021-2026
\$95,000



PSD: Principal Shopping District





Fiscal Years 2026 - 2031

PSD: Principal Shopping District

Average increase is \$67 per 2 story building

Current Fee

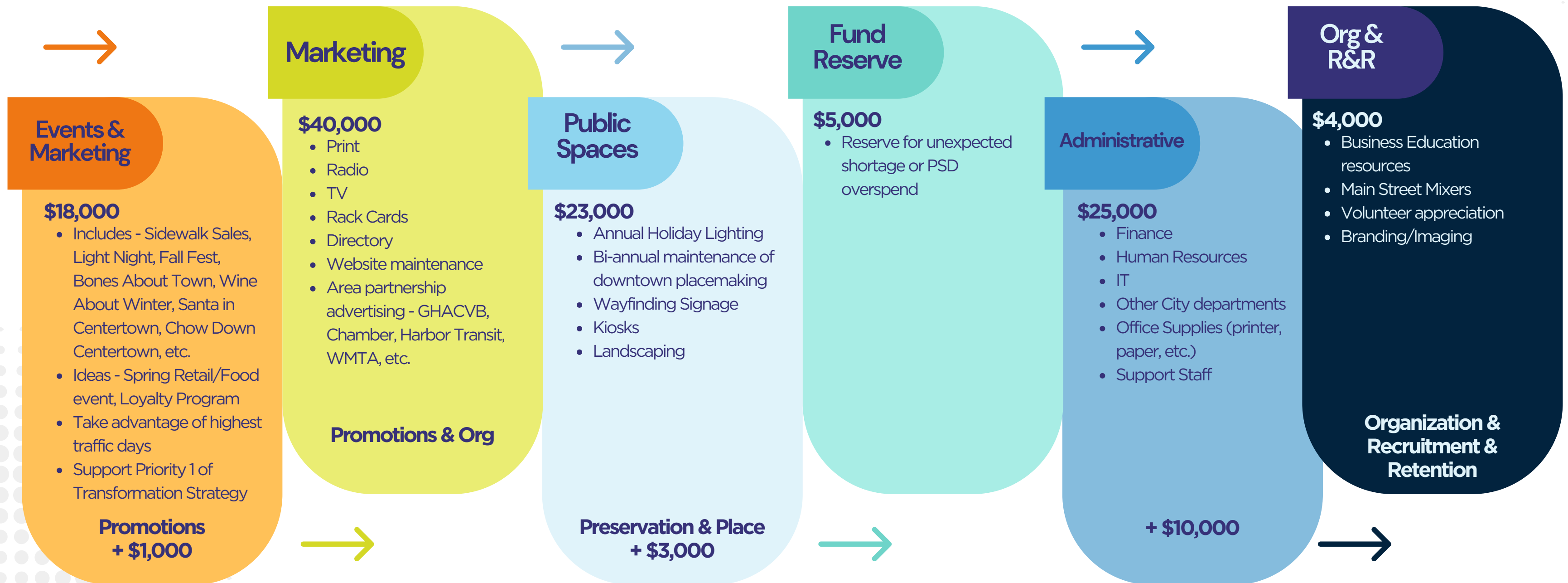
		Square Footage	Revenue		
Core			Total \$	\$71,042.95	
Main Floor	\$0.220	233,241	\$51,313.02	Total SF	412,604
Other Floors	\$0.110	179,363	\$19,729.93	% to total	46.71%
Center Town			Total \$	\$16,608.10	
Main Floor	\$0.100	147,535	\$14,753.50	Total SF	184,627
Other Floors	\$0.050	37,092	\$1,854.60	% to total	20.90%
Non-Core			Total \$	\$7,536.18	
Main Floor	\$0.040	111,364	\$4,454.56	Total SF	265,445
Other Floors	\$0.020	154,081	\$3,081.62	% to total	30.05%
Service			Total \$	\$525.26	
Main Floor	\$0.030	11,154	\$334.62	Total SF	20,686
Other Floors	\$0.020	9,532	\$190.64	% to total	2.34%
Total 2021-2025 PSD Revenue					
\$95,712.49			883,362		

\$.02 Increase

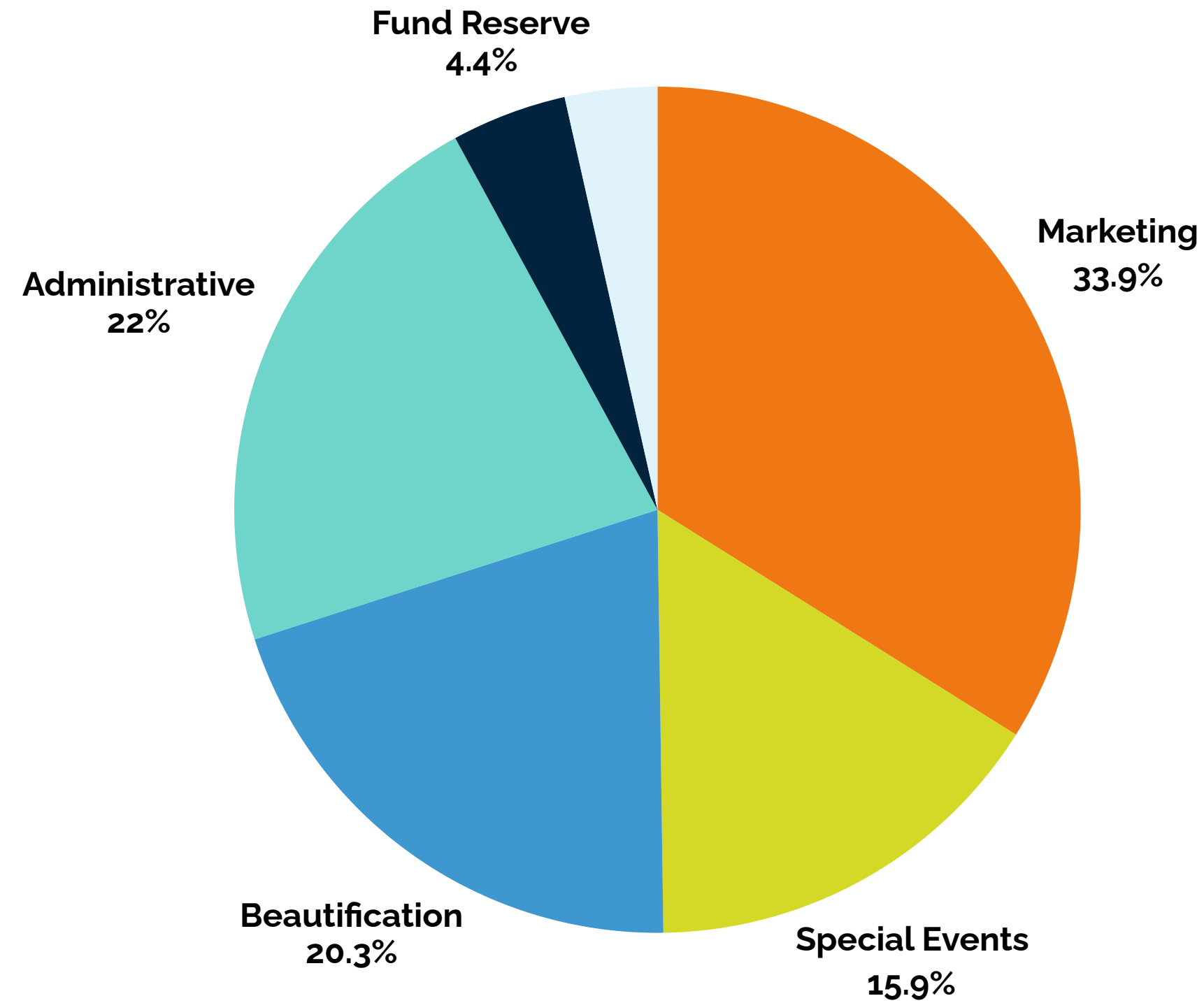
		Square Footage	Revenue		
Core			Total \$	\$79,295.03	
Main Floor	\$0.240	233,241	\$55,977.84	Total SF	412,604
Other Floors	\$0.130	179,363	\$23,317.19	% to total	46.71%
Center Town			Total \$	\$20,300.64	
Main Floor	\$0.120	147,535	\$17,704.20	Total SF	184,627
Other Floors	\$0.070	37,092	\$2,596.44	% to total	20.90%
Non-Core			Total \$	\$12,845.08	
Main Floor	\$0.060	111,364	\$6,681.84	Total SF	265,445
Other Floors	\$0.040	154,081	\$6,163.24	% to total	30.05%
Service			Total \$	\$938.98	
Main Floor	\$0.050	11,154	\$557.70	Total SF	20,686
Other Floors	\$0.040	9,532	\$381.28	% to total	2.34%
Total 2021-2025 PSD Revenue					
\$113,379.73			883,362		

PSD: Principal Shopping District

PSD: 2026-2031
\$115,000



PSD: Principal Shopping District





Fiscal Years 2026 - 2031

PSD: Principal Shopping District

PSD Fund Use

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024		2025	Current Fee	\$ 0.02 Increase
Assessment	72,000	72,000	72,000	72,000	72,000	72,000	72,000	72,000	72,000	92,000	92,000	92,000	92,000		92,000		
Admin Expenses	6,000	15,000	15,000	15,000		15,000	15,000		10,000	15,000	15,000	15,000	15,000		15,000	15,000	15,000
Administrative Assistant																	10,000
Landscaping/Banners/Beautification	9,000		15,000	15,000		15,100	18,000		15,000	22,000	22,000	22,000	22,000		22,000	22,000	23,000
Special Events							16,273		17,000	19,000	17,000	17,000	17,000		17,000	17,000	18,000
Special Events - Advertising	5,000		17,140	18,000		19,000	11,052		6,000	5,500	5,500	5,500	5,500		5,500		
General Advertising/Marketing	4,000		4,000	16,475		9,455	10,590										
Billboards	6,000	19,000	3,300	3,200					8,000	5,000	10,000	10,000	10,000		10,000	38,909	38,379
Television									15,000	10,000	17,500	17,500	17,500		17,500		
Radio		5,400							2,000	4,500	2,409	2,409	2,409		2,409		
Print - Rack cards, brochures, Harbor																	
Transit, Kiosk, magazines, tribune	12,000	13,228	10,000	7,000		4,500	3,000		1,885	1,909	1,700	1,700	1,700		1,700		
Website						6,000	3,000			8,000	1,800	1,800	1,800		1,800		
Org - Volunteer Appreciation																	1000
R&R - First Block																	3000
PSD Reserve		7,000	7,660			4,310				5,000	5,000	5,000	5,000		5,000	5,000	5,000
Total	42,000	59,628	72,100	74,675	0	73,365	76,915	0	74,885	95,909	97,909	97,909	97,909		97,909	97,909	113,379

Events

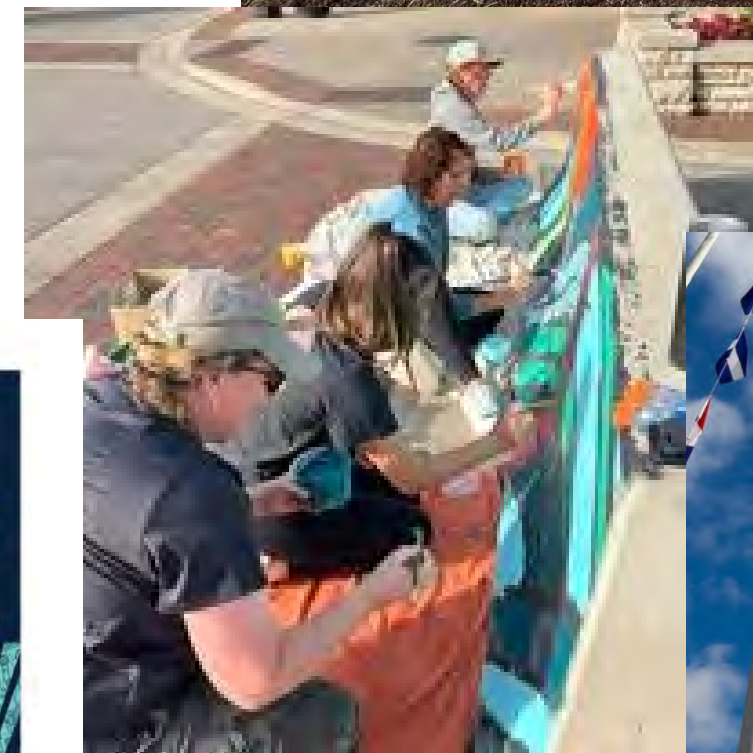
Past & Present

- ArtWalk
- Wine About Winter
- Sidewalk Sales
- Fall Fest
- Bones About Town
- Chow Down Centertown
- Light Night
- Frozen In Time
- Restaurant week
- Santa in Centertown
- Small Business Passport
- Shop 'Til You Drop
- Craft Beer Crawl
- Shopping Jam
- Small Business Saturday
- Free Concert @ Waterfront
- Main Street Trick or treat

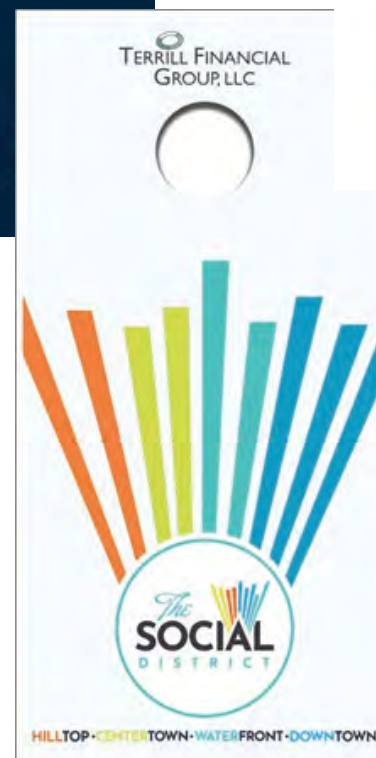
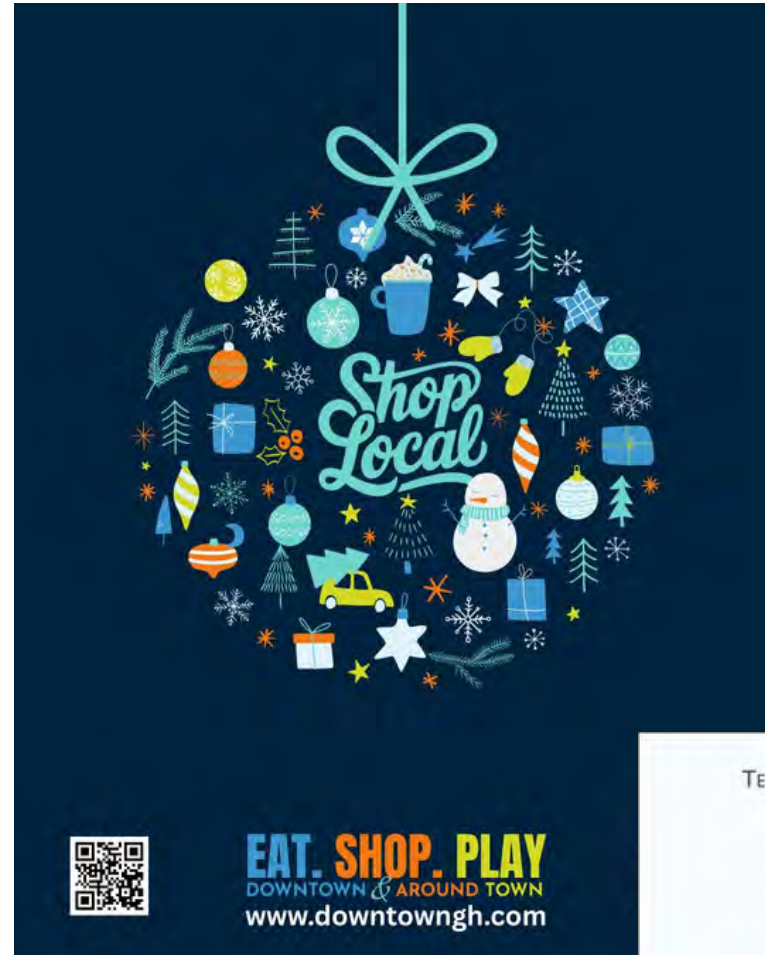


Beautification

- Flowers
- Holiday Lighting
- Pollinator Pocket Gardens
- Banners
- Historic Preservation



Marketing



THANK YOU



EAT. SHOP. PLAY.

Contact Details:

Phone: 616-844-1188

Email: cpape@grandhaven.org

Address: Grand Haven, MI

Website: www.downtowngh.com

Attachment B

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

11.17.25

NEW FUND NUMBER	FUND NAME	WARRANT 11.07.25	ACH WARRANT 11.07.25	WARRANT 11.12.25	ACH WARRANT 11.12.25	CREDIT CARD WARRANT 11.11.25	VOIDS	TOTALS
101	General Fund	\$54,704.36	\$0.00	\$24,890.46	\$122,264.65	\$6,177.87	\$0.00	\$208,037.34
151	Cemetery Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
202	Major Street Fund	\$22,403.49	\$0.00	\$111.57	\$22,795.74	\$0.00	\$0.00	\$45,310.80
203	Local Street Fund	\$18,677.75	\$0.00	\$111.57	\$2,685.33	\$0.00	\$0.00	\$21,474.65
225	Land Acquisition Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
242	Brfd LSRRF TIF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
243	Brownfield Redevelopment Fund	\$0.00	\$0.00	\$0.00	\$28,082.50	\$0.00	\$0.00	\$28,082.50
244	Econ. Dev. Corp. Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
245	Downtown TIF	\$0.00	\$0.00	\$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	\$0.00	\$0.00
248	Main St Dist Dev	\$4,434.31	\$0.00	\$40.49	\$227.00	\$486.82	\$0.00	\$5,188.62
272	UTGO Inf Spec Rev Fund	\$0.00	\$0.00	\$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	\$0.00	\$0.00
274	2015 UTGO Bond Rev	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
276	LightHouse Maintenance Fund	\$10,673.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,673.75
278	Community Land Trust	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
310	Assessment Bond Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
351	Operating Debt Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
352	Brownfield TIF Debt	\$0.00	\$0.00	\$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	\$0.00	\$0.00
369	Building Auth Debt Fund	\$0.00	\$0.00	\$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	\$0.00	\$0.00
373	LTGO Debt	\$0.00	\$0.00	\$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	\$0.00	\$0.00
384	2020 LTGO Bond - Warber Drain	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
394	Downtown TIF Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
401	Public Improvements Fund	\$0.00	\$0.00	\$0.00	\$43,086.68	\$450.40	\$0.00	\$43,537.08
402	Fire Truck Replacement Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
403	Brownfield TIF Const	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
404	Downtown TIF Const.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
410	Harbor Island	\$82,379.29	\$0.00	\$0.00	\$153,350.05	\$707.96	\$0.00	\$236,437.30
455	G/L TIF Construction Fund	\$0.00	\$0.00	\$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	\$0.00	\$0.00
457	LTGO Bond Construction Fund	\$0.00	\$0.00	\$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	\$0.00	\$0.00
469	Building Auth. Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
508	North Ottawa Rec Authority	\$0.00	\$0.00	\$0.00	\$0.00	\$749.37	\$0.00	\$749.37
509	Sewer Authority Operations	\$14,857.08	\$0.00	\$4,254.45	\$179,944.67	\$113.90	\$0.00	\$199,170.10
509	Sewer Authority SL Force Mn	\$0.00	\$0.00	\$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	\$0.00	\$0.00
509	GH/SL SA-2013 Debt	\$0.00	\$0.00	\$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	\$0.00	\$0.00
509	GH/SL SA-Local Lift Station Debt	\$0.00	\$0.00	\$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	\$0.00	\$0.00
510	NOWS Operating	\$2,209.92	\$0.00	\$122.93	\$24,682.73	\$43.14	\$0.00	\$27,058.72
510	NOWS Plant Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
510	NOWS Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
535	Housing Fund	\$0.00	\$0.00	\$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	\$0.00	\$0.00
581	Airpark Fund	\$0.00	\$0.00	\$190.81	\$29.29	\$0.00	\$0.00	\$220.10
590	City Sewer Fund	\$4,965.40	\$0.00	\$1,744.89	\$156,085.04	\$0.00	-\$430.70	\$162,364.63
591	City Water Fund	\$16,381.61	\$0.00	\$1,488.41	\$16,540.65	\$179.00	\$0.00	\$34,589.67
594	City Marina Fund	\$104.19	\$0.00	\$428.13	\$193.06	\$212.84	\$0.00	\$938.22
597	City Boat Launch Fund	\$989.00	\$0.00	\$40.03	\$270.00	\$0.00	\$0.00	\$1,299.03
661	Motorpool Fund	\$24,070.27	\$0.00	\$480.14	\$18,633.75	\$0.00	\$0.00	\$43,184.16
677	Self Insurance Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
678	OPEB/Retiree Benefits Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
679	Health Benefit Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
701	Trust & Agency Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
703	Tax Collection Fund	\$32,699.28	\$116,042.79	\$0.00	\$0.00	\$0.00	\$0.00	\$148,742.07
704	Payroll Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$289,549.70	\$116,042.79	\$33,903.88	\$768,871.14	\$9,121.30	-\$430.70	\$1,217,058.11

\$1,217,058.11 Total Approved Bills

\$148,742.07 Minus eligible bills for release without prior approval: including Utility,

\$1,068,316.04 Retirement, Insurance, Health Benefit, and Tax Collection Funds



GRAND HAVEN CITY COUNCIL 2026 MEETING SCHEDULE

<u>JANUARY</u> Mon. - 01/05 Tues. - 01/20*	<u>FEBRUARY</u> Mon. - 02/02 Mon. - 02/16	<u>MARCH</u> Mon. - 03/02 Mon. - 03/16
<u>APRIL</u> Mon. - 04/13* Mon. - 04/27*	<u>MAY</u> Mon. - 05/04 Mon. - 05/18	<u>JUNE</u> Mon. - 06/01 Mon. - 06/15
<u>JULY</u> Mon. - 07/06 Mon. - 07/20	<u>AUGUST</u> Mon. - 08/03 Mon. - 08/17	<u>SEPTEMBER</u> Tues. - 09/08* Mon. - 09/21
<u>OCTOBER</u> Mon. - 10/05 Mon. - 10/19	<u>NOVEMBER</u> Mon. - 11/02 Mon. - 11/16	<u>DECEMBER</u> Mon. - 12/07 Mon. - 12/21

The meetings take place in the Council Chambers of Grand Haven City Hall, located at 519 Washington Avenue, Grand Haven, Michigan. Council Meetings will be held on the first and third Monday of every month, at 7:30 PM, except as indicated. Work Sessions may be held prior to Council Meetings when necessary. Meeting dates are subject to change. Visit our Web site at www.grandhaven.org to view meeting notices and agendas. Agendas are generally published on the Thursday prior to the scheduled meeting. Please call the City Clerk's Office at 616-847-4886 or the City Manager's Office at 616-847-4888 if you have any questions regarding this schedule.

** Due to spring break during the first full week of April for the Grand Haven Area Public Schools, the meetings were scheduled for the second and fourth Mondays of the month, and due to, MLK Day, and Labor Day, the meetings were changed to the following Tuesday.*

CITY OF GRAND HAVEN

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



TO: Ashley Latsch, City Manager

CC: Emily Greene, Finance Director
Michael England, Department of Public Works Director

FROM: Dana Kollewehr, Assistant City Manager *DK*

DATE: November 4, 2025

SUBJECT: Michigan Lighthouse Assistance Program Grant Application

As a vital asset to the community, the Grand Haven Lighthouse Conservancy has been working hard to complete the restoration work outlined in the Historic Structures Report (HSR) for the Entrance and Inner Lights (2015).

The City has the opportunity to support the Lighthouse Conservancy with a 2026 Michigan Lighthouse Assistance Program (MLAP) grant application, helping to address priority items listed in the HSR. Grant applications are due November 21, 2025. The Conservancy aims to secure funding for entrance lighthouse repairs, including the restoration of the second-level interior wood paneling and concrete, as well as replacement of the exterior door at the upper level.

The maximum available funding is \$60,000, matched by \$60,000 from the Grand Haven Lighthouse Conservancy, bringing the total project cost to \$120,000. Grand Haven has successfully secured three previous MLAP grants for entrance light restoration and, most recently, interior light painting and metal work in summer 2025.

As the owners of the lighthouses, the City must submit a support resolution and apply for grant funding. Therefore, we recommend that the City Council approve the attached resolution for the MLAP grant application with the State Historic Preservation Office (SHPO), authorize the project match to be reimbursed by the Grand Haven Lighthouse Conservancy, and permit the Mayor and City Clerk to sign the necessary documents.

Resolution Supporting Grant Funding for the South Pier Entrance Light

- Whereas** the City of Grand Haven is the owner of two lighthouses on the Grand Haven South Pier, commonly referred to as the Entrance and Inner Lights, and
- Whereas** the Grand Haven Lighthouse Conservancy is a multi-organizational entity that has accepted responsibility for the care and maintenance of the lights, and
- Whereas** the Lighthouse Conservancy intends to conduct ongoing fundraising activities to support all improvement projects contemplated in the Historic Structures Report.

Now, therefore be it resolved, that the City Manager is authorized and directed to file an application for \$60,000 for Entrance lighthouse interior wood paneling on the walls of the second level, restoration of the concrete floor on the second level and replacement of the exterior door at the upper level. Upon approval of the Application by the Michigan State Historic Preservation Office (SHPO), the City Manager shall be authorized to sign the grant agreement, any necessary grant agreement amendments, other agreement-related documents and the required historic preservation easement. The City of Grand Haven acknowledges that the Michigan Lighthouse Assistance Program (MLAP) is an **expense reimbursement** program, and

Be It Further Resolved that the City of Grand Haven authorizes expenditures in the amount of \$120,000 for the project work with the knowledge that eligible expenditures up to the approved grant amount will be reimbursed upon SHPO acceptance of final project work, SHPO acceptance of the final completion report, SHPO audit and acceptance of financial documentation for eligible costs and SHPO acceptance of a historic preservation easement recorded at the Register of Deeds, and

Be It Finally Resolved that the City of Grand Haven shall provide the matching funds in the amount of \$60,000 for a total project cost of \$120,000. The source of the matching funds shall be City General Fund with intention for reimbursement from the Grand Haven Lighthouse Conservancy/Grand Haven Area Community Foundation.

CERTIFICATE

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Grand Haven, Ottawa County, Michigan, at a regular meeting held on _____ and that notice of the meeting was given pursuant to Act 267, Public Acts of Michigan, 1976, as amended.

Memorandum

NORTHWEST OTTAWA WATER TREATMENT PLANT



To: Ashley Latch, City Manager
From: Eric Law, NOWS Water Filtration Superintendent
Date: November 5, 2025
Re: **NOWS Fiberglass Chemical Tanks Relining**

The Northwest Ottawa Water Treatment Plant (NWOWTP) stores bulk treatment chemicals in fiberglass reinforced plastic (FRP) tanks. These tanks have a protective resin coating that prevents structural fiber damage. Over time, the coating can deteriorate, compromising the tank's integrity and increasing the risk of failure. Because repairs are often ineffective, proactive maintenance and timely relining are essential to extend the tanks' service life through multiple cycles. In total, the NWOWTP crew has completed conditional assessments of six FRP tanks that have reached or exceeded the industry-recommended service life for FRP tanks and have found the protective interior coatings to be highly oxidized, with the "wear" layers measured below the design specifications. Fortunately, the oxidation has not exposed the structural fibers within any of the tanks. Timely preventative maintenance to restore interior resin linings to design specification will return the units to full life cycles which will help ensure continuous uninterrupted service from the NWOWTP.

Aluminum Sulfate & Fluoride Tanks:

Installed in 1986, the 40-year-old Fluoride and Aluminum Sulfate tanks are original to the facility and have never been relined. The recommended service life for a FRP Alum tank is 20–40 years. Inspection found no interior coating failures or exposed fibers, only significant oxidation. While the coatings are in poor but intact condition, the tanks remain suitable for relining, which will restore their useful life for another 20–30 years.

Chlorine Tanks:

Installed in 2011, the 15-year-old chlorine tanks have never been relined. At 15% strength, chlorine is very caustic, causing FRP linings to degrade more quickly and require shorter service intervals. Because of this highly caustic chemical, industry standards recommend replacement or relining every FRP tanks every 10 to 15 years. Relining will restore the tanks' service life to that range.



NOWS Management Recommendation:

Highly trained, specialized contractors are essential for this project. During the discovery phase, NOWS management found that few contractors, in or outside Michigan that could or would perform this work. Using industry references management reached out to seven contractors and engaged all in pre-bid discussions. Ultimately, just two submitted viable bids. Those that did not participate elected not to bid due to mobilization costs and scheduling conflicts. Despite limited participation, both bidders have extensive experience and excellent track records. Management believes it is unlikely that reopening the bid process will result in increased contractor participation with any suitable lower bids and recommends that Council approve the itemized bid proposal of Wagner Enterprise Inc. of Troy Michigan to complete FRP tank relining services on the NOWS Aluminum Sulfate and Chlorine Chemical Storage Tanks for a price not to exceed \$157,522.68.

Funding:

This project was initially planned to replace just the Chlorine tanks at an estimated cost of \$130,000 as a worst-case scenario until conditional assessment of the chlorine tanks rendered relining the Chlorine tanks a cost-effective viable option. During the project discovery phase and after the initial capital improvement budgeting, management became more aware of the need to address all aging fiberglass chemical storage tanks in the NOWS process and requested contractors to provide itemized proposals. This approach allows flexibility to consideration completing the Chlorine and Alum Tanks with a single mobilization for \$157,522.68. Management recognizes the cost has extended past the planned amount but rationalizes the extended cost based on need and getting five tanks serviced instead of three. The NOWS replacement fund is adequately funded to extend the original CIP budget amount of \$130,000 to the itemized bid amount of \$157,522.68 from Wagner Enterprise. This coming budget planning cycle management will add the Fluoride Tank Relining to the Capital Plan seeking NOWS Board approvals for the 2026/27 fiscal year, which will allow work to be completed on the Fluoride tank as early as July 2026.

Contractor bid Summary:

Wagner Enterprise, Inc.				
ITEM NUMBER	QUANTITY	DESCRIPTION	PER UNIT	TOTAL
1	1	Mobilization	\$3,000	\$3,000
2	2	Abrade a Reline Sodium Hypochlorite Bulk Tank with	\$24,234.87	\$84,469.74
3	1	Abrade a Reline Sodium Hypochlorite Day Tank	\$11,682.65	\$11,682.65
4	1	Abrade a Reline Hydrofluorosilicic Acid Bulk Tank	\$70,946.60	\$70,946.60
5	1	Abrade a Reline Aluminum Sulfate Bulk Tank	\$47,468.70	\$47,468.70
6	1	Abrade a Reline Aluminum Sulfate Day Tank	\$10,901.59	\$10,901.59

Plas Tech, Inc.				
ITEM NUMBER	QUANTITY	DESCRIPTION	PER UNIT	TOTAL
1	1	Mobilization	\$3,000	\$3,000
2	2	Abrade a Reline Sodium Hypochlorite Bulk Tank	\$24,234.87	\$84,469.74
3	1	Abrade a Reline Sodium Hypochlorite Day Tank	\$11,682.65	\$11,682.65
4	1	Abrade a Reline Hydrofluorosilicic Acid Bulk Tank	\$70,946.60	\$70,946.60
5	1	Abrade a Reline Aluminum Sulfate Bulk Tank	\$47,468.70	\$47,468.70
6	1	Abrade a Reline Aluminum Sulfate Day Tank	\$10,901.59	\$10,901.59

**CITY OF GRAND HAVEN
GRAND HAVEN, MICHIGAN
DEPARTMENT OF PUBLIC WORKS**

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

10/20/2025

Date

Dear Ms. Boersma:

Completely in accordance with your notice, instructions and specifications dated **October 1, 2025**, the undersigned declares that they have carefully examined the requirements of specifications contained herein, and propose to furnish and deliver professional services to the City of Grand Haven to reline the interior surface of multiple fiberglass chemical storage tanks at the Northwest Ottawa Water Treatment Plant. The City of Grand Haven may, at its sole discretion, award the contract based on what it deems to be in the best interest of the City of Grand Haven.

ITEM NUMBER	QUANTITY	DESCRIPTION	PER UNIT	TOTAL
1	1	Mobilization	\$3,000.00	\$3,000.00
2	2	Abrade a Reline Sodium Hypochlorite Bulk Tank with NSF 61 RFP Resin	\$42,234.87	\$84,469.74
3	1	Abrade a Reline Sodium Hypochlorite Day Tank with NSF 61 RFP Resin	\$11,682.65	\$11,682.65
4	1	Abrade a Reline Hydrofluorosilicic Acid Bulk Tank with NSF 61 RFP Resin	\$70,946.60	\$70,946.60
5	1	Abrade a Reline Aluminum Sulfate Bulk Tank with NSF 61 RFP Resin	\$47,468.70	\$47,468.70
6	1	Abrade a Reline Aluminum Sulfate Day Tank with NSF 61 RFP Resin	\$10,901.59	\$10,901.59

TOTAL COST: \$228,469.28

In submitting this Bid, Bidder represents, as set forth in the Agreement, that:

Bidder has examined and carefully studied the Bidding Documents and the following Addenda, receipt of all which is hereby acknowledged:

**CITY OF GRAND HAVEN
GRAND HAVEN, MICHIGAN
DEPARTMENT OF PUBLIC WORKS**

Addendums

1. Section 1.3: The definition of interior surface has not been specified. Contractors are asked to provide services to the floor and walls of the tanks listed. The domed ceilings are not part of the scope of services. Eric Law 10/8/2025
2. Section 1.3: The replacement of flanges has not been specified. It has been discovered that flanges under certain diameters are unable to be properly recoated. Hypochlorite Tanks flanges below the tank's normal liquid levels and less than eight inches in diameter will be removed and replaced. This will be a total of four (4) 2-inch flanges for the two bulk tanks and two (2) 1-1/2 inch flanges on the day tank. None of the other tanks will have flanges removed. All flanges above eight inches in diameter regardless of chemical tank will be resurfaced in the same manner as the walls and floors of the tank. Eric Law 10/8/2025

All Federal and State taxes have been deducted and all prices are reflected in the Total Cost.

Wagner Enterprise

248-879-9000

(Bidder's Company Name)

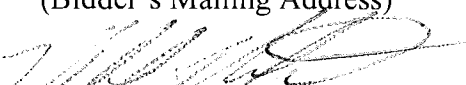
(Bidder's Telephone Number)

**70 W. Long Lake Rd, Suite 121
Troy, MI 48098**

mike@wagnernenterprise.com

(Bidder's Mailing Address)

(Bidder's E-mail Address)



(Bidder's Signature)

Michael Mastracci

(Print Bidder's Name)

End of Proposal Form

October 1, 2025

ATTACHMENT 1 & 6 (Follows this page)

**CITY OF GRAND HAVEN
GRAND HAVEN, MICHIGAN
Northwest Ottawa Water Treatment Plant**

provided mechanical contractor services of this type being proposed for the Northwest Ottawa Water Treatment Plant. Failure to list references may result in your company being disqualified.

CITY	ADDRESS	CONTACT PERSON	TELEPHONE NUMBER
A.	Alexander Chemical - 7593 1st Rd., La Porte, IN	Brian Binkley	219-402-0574
B.	City of Fenton / 301 S Leroy St, Fenton, MI	Steve Guy	810-714-0528
C.	Cargill / 916 S Riverside St, St. Claire, MI	Alexander Hoffman	218-896-6837

NOTE

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

End of Instructions to Bidders Section

Attachment C

CITY OF GRAND HAVEN

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



TO: Ashley Latsch, City Manager

FROM: Dana Kollewehr, Assistant City Manager *DK*

DATE: November 12, 2025

SUBJECT: 1445 Columbus Street – Commercial Rehabilitation Exemption Certificate

The City is being asked to approve a Commercial Rehabilitation Act Exemption Certificate under the Commercial Rehabilitation Act (CRA; PA 210 of 2005) for the property at 1445 Columbus Street. The property is already part of an established Commercial Rehabilitation District created for the Beechtree Corridor in 2023. By establishing the District, the property owner becomes eligible to apply for a tax abatement, which would freeze the taxable value for up to 10 years. Once the abatement ends, the newly developed property will contribute more to the tax base than before the project. This incentive encourages the property owner to reinvest in the outdated property by reducing operating costs, making the project more financially feasible. The owner is seeking a 10-year abatement with an estimated benefit of \$638,357.00.

The proposed project involves demolishing two vacant commercial buildings to create space for a new multi-family residential building. This new structure will feature 45 housing units, including a mix of studios, one- and two-bedroom apartments, providing more housing options on the east side of the city and supporting ongoing efforts to develop a vibrant mixed-use neighborhood.

The project meets the objectives of the City's Economic Incentive Policy (EIP) by:

- Meeting the City's Master Plan objective to broaden housing options across all price ranges for residents throughout the city.
- Significantly redeveloping or revitalizing an underused site
- Providing or maintaining build-to lines for development
- Including prominent pedestrian features and design
- Providing multiple stories in accordance with current zoning
- Local ownership

Furthermore, the project offers additional local benefits, such as being part of a walkable, mixed-use neighborhood where new residents can walk, bike, or take the bus to local businesses while having access to daily services, schools, grocery stores, restaurants, and parks.

As part of the review and approval process, a third-party financial reviewer examined the application for the CRA Exemption Certificate, and a report was provided to the City of Grand Haven. The report

concluded that “but for” the incentive, the project would not be feasible and recommended approval of the abatement. Additionally, the review included an analysis of the project's viability with extra owner equity contributions and found that additional equity would decrease the project's viability. The report advised that the City be given a more detailed budget before the incentive is awarded. City staff completed this request and confirmed that the updated budget was consistent with the original estimate.

The EDC/BRA Board reviewed and recommended the incentive request at their October 6, 2025, meeting.



July 16, 2025

Via USPS First Class Mail

City of Grand Haven
Maria Boersma, City Clerk
519 Washington Avenue
Grand Haven, MI 49417

Re: Tax Abatement Formal Request and Application
Beechtree Leasing, LLC
1445 Columbus Avenue, Grand Haven, Michigan 49417

Dear Ms. Boersma:

In accordance with the City of Grand Haven Economic Incentive Policy, Beechtree Leasing, LLC is submitting its application for tax abatement on the above-mentioned property. Please consider this letter our formal request for consideration.

Enclosed please find the following:

- \$1,000 check in payment of the application fee
- Michigan Department of Treasury Form 4507, Application for Commercial Rehabilitation Exemption Certificate (emailed to clerk@grandhaven.org)
- Supplemental information for Form 4507 (emailed to clerk@grandhaven.org)

If you have any questions or concerns, please don't hesitate to reach out to my team at cachterhof@westwind.build or 616-842-2030. Thank you for your time and attention to this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Gregory M. Oleszczuk", with a long horizontal flourish extending to the right.

Gregory M. Oleszczuk
Member, Beechtree Leasing, LLC

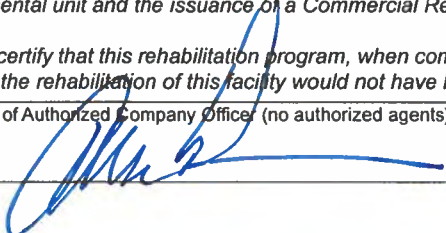
Application for Commercial Rehabilitation Exemption Certificate

Issued under authority of Public Act 210 of 2005, as amended.

LOCAL GOVERNMENT UNIT USE ONLY	
▶ Application No.	▶ Date Received

STATE USE ONLY	
▶ Application No.	▶ Date Received

Read the instructions page before completing the form. **This application should be filed after the commercial rehabilitation district is established.** The applicant must complete Parts 1, 2 and 3 and file the application form (with required attachments) with the clerk of the local governmental unit (LGU). Attach the legal description of property on a separate sheet. This project will not receive tax benefits until approved by the State Tax Commission (STC). Applications received after October 31 may not be acted upon in the current year. This application is subject to audit by the STC.

PART 1: OWNER / APPLICANT INFORMATION (applicant must complete all fields)			
Applicant (Company) Name (applicant must be the owner of the facility) Beechtree Leasing, LLC			NAICS or SIC Code
Facility's Street Address 1445 Columbus Ave.	City Grand Haven	State MI	ZIP Code 49417
Name of City, Township or Village (taxing authority) City of Grand Haven		County Ottawa	
☒ City ☐ Township ☐ Village		School District Where Facility is Located Grand Haven	
Date of Rehabilitation Commencement (mm/dd/yyyy) 10/01/2025		Planned Date of Rehabilitation Completion (mm/dd/yyyy) 06/01/2027	
Estimated Cost of Rehabilitation \$11,060,000		Number of Years Exemption Requested (1-10) 10	
Expected Project Outcomes (check all that apply)			
☒ Increase Commercial Activity ☐ Retain Employment ☒ Revitalize Urban Areas			
☒ Create Employment ☐ Prevent Loss of Employment ☒ Increase Number of Residents in Facility's Community			
No. of jobs to be created due to facility's rehabilitation 1	No. of jobs to be retained due to facility's rehabilitation	No. of construction jobs to be created during rehabilitation	
PART 2: APPLICATION DOCUMENTS			
Prepare and attach the following items:			
☒ General description of the facility (year built, original use, most recent use, number of stories, square footage)		☒ Statement of the economic advantages expected from the exemption	
☒ Description of the qualified facility's proposed use		☒ Legal description	
☒ Description of the general nature and extent of the rehabilitation to be undertaken		☐ Description of the "underserved area" (Qualified Retail Food Establishments only)	
☒ Descriptive list of the fixed building equipment that will be a part of the qualified facility		☐ Commercial Rehabilitation Exemption Certificate for Qualified Retail Food Establishments (Form 4753) (Qualified Retail Food Establishments only)	
☒ Time schedule for undertaking and completing the facility's rehabilitation			
PART 3: APPLICANT CERTIFICATION			
Name of Authorized Company Officer (no authorized agents) Gregory M. Oleszczuk		Telephone Number (616) 842-2030	
Fax Number (616) 404-8952		E-mail Address Chad Achterhof: cachterhof@westwind.build	
Street Address 1435 Fulton St.		City Grand Haven	State MI
		ZIP Code 49417	
<i>I certify that, to the best of my knowledge, the information contained herein and in the attachments is truly descriptive of the property for which this application is being submitted. Further, I am familiar with the provisions of Public Act 210 of 2005, as amended, and to the best of my knowledge the company has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local governmental unit and the issuance of a Commercial Rehabilitation Exemption Certificate by the State Tax Commission.</i>			
<i>I further certify that this rehabilitation program, when completed, will constitute a rehabilitated facility, as defined by Public Act 210 of 2005, as amended, and that the rehabilitation of this facility would not have been undertaken without my receipt of the exemption certificate.</i>			
Signature of Authorized Company Officer (no authorized agents) 		Title Member	Date 07/16/25

PART 4: ASSESSOR RECOMMENDATIONS (assessor of LGU must complete Part 4)

Provide the Taxable Value and State Equalized Value of Commercial Property, as provided in Public Act 210 of 2005, as amended, for the tax year immediately preceding the effective date of the certificate (December 31 of the year approved by the STC).

	Taxable Value	State Equalized Value (SEV)
Land		
Building(s)		

The property to be covered by this exemption may not be included on any other specific tax roll while receiving the Commercial Rehabilitation Exemption. For example, property on the Eligible Tax Reverted Property (Land Bank) specific tax roll cannot be granted a Commercial Rehabilitation Exemption that would also put the same property on the Commercial Rehabilitation specific tax roll.

☐ By checking this box I certify that, if approved, the property to be covered by this exemption will be on the Commercial Rehabilitation Exemption specific tax roll and not on any other specific tax roll.

Name of Local Government Body

Name of Assessor (first and last name)

Telephone Number

Fax Number

E-mail Address

I certify that, to the best of my knowledge, the information contained in Part 4 of this application is complete and accurate.

Assessor's Signature

Date

PART 5: LOCAL GOVERNMENT ACTION (clerk of LGU must complete Part 5)

Action Taken By LGU (attach a certified copy of the resolution):

☐ Exemption approved for _____ years, ending December 30, _____ (not to exceed 10 years)

☐ Exemption Denied

Date District Established (attach resolution for district)

Local Unit Classification Identification (LUCI) Code

School Code

PART 6: LOCAL GOVERNMENT CLERK CERTIFICATION (clerk of LGU must complete Part 6)

Clerk's Name (first and last)

Telephone Number

Fax Number

E-mail Address

Mailing Address

City

State

ZIP Code

LGU Contact Person for Additional Information

LGU Contact Person Telephone Number

Fax Number

I certify that, to the best of my knowledge, the information contained in this application and attachments is complete and accurate and hereby request the State Tax Commission issue a Commercial Rehabilitation Exemption Certificate, as provided by Public Act 210 of 2005, as amended.

Clerk's Signature

Date

For faster service, the LGU should email the completed application and required documents to PTE@michigan.gov.

An additional submission option is to mail the completed application and required documents to:

Michigan Department of Treasury, State Tax Commission
P.O. Box 30471
Lansing, MI 48909

Supplement for Form 4507 | Beechtree Leasing, LLC

General description of the facility (year built, original use, most recent use, number of stories, square footage):

Year Built:

Building 1: 2003

Building 2: 2006

Original Use: warehouse/storage/parking

Most Recent Use: warehouse/storage

Number of Stories: 1

Square Footage:

Building 1: 5,000 sqft

Building 2: 2,100 sqft

Description of the qualified facility's proposed use:

43-unit multifamily residential building and parking

Description of the general nature and extent of the rehabilitation to be undertaken:

- Existing building to be dismantled and removed. The current development has no permeable landscaping
- New construction of 43-unit multifamily building with modern amenities and exterior design, including increased permeable landscaping
- The ground level will be the parking area, making it a compact building design
- New construction will comply with the new energy code
- Air-to-air heat pumps will eliminate the need for natural gas
- LED lighting will be used
- Rooftop common space/seating area
- Twenty-four bicycle parking spots will be installed

Descriptive list of the fixed building equipment that will be a part of the qualified facility:

- Each apartment unit will have its own air to air heat pump for heating & cooling
- Each unit will have its own electric water heater
- Each common space will have its own air-to-air heat pump for heating & cooling
- There will be a 4-level hydraulic elevator
- Each stairwell will have its own electric space heater

Supplement for Form 4507 | Beechtree Leasing, LLC

Time schedule for undertaking and completing the facility's rehabilitation:

Fall 2025: Demolition

Winter 2025-2026: Utility Install / Foundations

Spring 2026: Parking Level Concrete / Masonry Work

Summer 2026: Framing / Interior Mechanicals

Fall Winter 2026/2027: Interior Finishes

Spring / Summer 2027: Complete / Open for Occupancy

Statement of the economic advantages expected from the exemption:

- Help satisfy a key portion of the large housing need and development by providing long-term rentals
- Aligns with the Grand Haven Master Plan for development of compact building design in order to maximize spacious living areas within a smaller footprint
- Creates a range of housing opportunities and options for residents across income levels and communities, on currently underutilized land
- Will utilize public investment, private enterprise, and ultimately market demand to meet its development requirements
- Will promote and strengthen the development and aspirations of the Beechtree Corridor
- Will produce and encourage effective use of this corridor by creating an attractive community with a strong sense of place and belonging
- Integrated into a walkable and lively neighborhood that supports daily living and convenience without the need for extensive travel, including five food establishments within two blocks
- Will provide future residents with a variety of sustainable and neighborhood-oriented transportation choices as destinations are within reach via walking, biking, and public transportation; also providing parking spaces for vehicles
- Places users near daily services, including schools, supermarkets, health care centers, restaurants, retail stores, and public parks/fields
- Caters to the values of our community and the scientific understanding of the value of outdoor spaces to mental health, especially near homes, by integrating public and private outdoor spaces
 - East Grand River Park, Bolt Park, Sluka Field, as well as TriCities Kids League are all within a half mile of this development
 - Gianfredi et al. (2021) conclude that key contributors to stronger mental health and lower levels of stress are access to outdoors and abundant natural spaces, as well as potential for outside activities

Legal Description:

LOTS 22, 23 & 24 CORLS ADD

Supplement for Form 4507 | Beechtree Leasing, LLC

Permit if Available:

Special Land Use Permit included with application.

Contractor's bid or itemized list of costs matching the investment amount reported on the box titled *Estimated Cost of Rehabilitation* on the first page of the application:

Project budget included with application.

References:

City of Grand Haven. (2023). *2023 Master Plan Update*. <https://grandhaven.org/residents/grand-haven-master-plan/>

Gianfredi, V., Buffoli, M., Rebecchi, A., Croci, R., Oradini-Alacreu, A., Stirparo, G., Marino, A., Odone, A., Capolongo, S., & Signorelli, C. (2021). Association between urban greenspace and health: A systematic review of literature. *International Journal of Environmental Research and Public Health*, 18(10), 5137. <https://doi.org/10.3390/ijerph18105137>



PROJECT PROPOSAL

1445 Columbus
10/22/2025

DRAFT VERSION

Property				1,210,000	
				Total Property Costs:	1,210,000
Soft Costs					
Civil Engineering				67,500	
Civil Design/Engineering				45,000	
Environmental				15,000	
Twp/Plan Review				7,500	
Architectural / Engineering				250,000	
Interior Design				10,000	
Due Diligence				7,500	
Preconstruction				25,000	
Legal Fee				25,000	
Working Capital				50,000	
Builder's Risk				30,000	
Property Taxes				23,000	
Capitalized Interest				165,000	
				Total Soft Costs Budget:	653,000
Fees					
Contractor Fee		hc	4.00%	8,419,532	336,781
Developer Fee		hc+cf	4.00%	8,756,314	350,253
Financing Fee					73,500
				Total Fees Budget:	760,534
Hard Costs					
Site Work				422,260	
Site Permits				3,100	
Survey / Staking				10,000	
Building Demo				85,000	
Mass Excavation / Site Balance				51,250	
Infrastructure Install				79,110	
Road / Sidewalk Construction				34,800	
Site Concrete				69,000	
Site Asphalt				90,000	
Apartment Buildings				6,696,654	
45 Unit Bldg #1				6,696,654	
Common Area				47,500	
FF&E and IT				15,000	
Equipment				2,500	
Postal Center				10,000	
Trash Center				20,000	
Site Electrical/Conduit				67,000	
Lighting				37,000	
Conduit				30,000	
Utilities				26,000	
Electrical Primary				20,000	
Natural Gas				6,000	
Signage				41,500	
Landscape / Irrigation				100,000	
SS / GC / Cont				542,041	
Site Supervision				200,000	
General Conditions		hc+ss	2.25%	171,021	
Contingency		hc+ss	2.25%	171,021	
OH&P		hc+ss+gc+cont	6.00%	7,942,955	476,577
				Total Project Budget:	11,043,066



SPECIAL LAND USE PERMIT
Planning Department, City of Grand Haven
519 Washington Avenue, Grand Haven MI 49417

Date: June 27, 2025

Special Land Use Permit Request: Multiple-family dwelling

Planning Commission Case #: 25-09

Property Address & Zoning: – 1445 Columbus Ave., TI – Transitional Industrial

Parcel#: 70-03-21-477-017 & 70-03-21-477-016

Property Owner: Beechtree Leasing LLC

Applicant: Westwind Construction

Date of Planning Commission Approval: April 22, 2025

Conditions of Approval:

1. *All conditions of the Dept. of Public Works, and Fire Marshal shall be met.*
2. *A sidewalk shall be shown on the site plan to connect the internal sidewalk to Columbus Ave.*

If there are any questions or concerns regarding this Special Land Use Permit, please contact the Planning Department at (616) 935-3276.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian J. Urquhart", is written over a horizontal line.

Brian J. Urquhart, AICP
City Planner



1445 Columbus Ave

Project Information Review

For Use By: City of Grand Haven



SECTION 1

Project Overview

Executive Summary

SCOPE & METHODOLOGY

The City of Grand Haven (“Grand Haven”) engaged Plante Moran Realpoint (“PMR”) to provide third-party support for an application by BeechTree Leasing, LLC (the “Sponsor”) for a commercial rehabilitation tax exemption worth \$638,357 over an 8-year abatement period.

1

PMR analyzed conservative and optimistic scenarios against the Sponsor pro forma to understand impact of variances in project assumptions

2

PMR made best efforts and used relevant market data to understand key assumptions such as contributed land value, rental rates, etc. used by the Sponsor.

3

Based on PMR’s high-level review of the developer-provided budget and pro forma financials, a “but for” methodology is used to determine the need for the requested incentive.

FINDINGS

Based on PMR’s high-level review of the developer-provided budget and pro forma financials, but-for the tax abatement, it is possible the Sponsor returns would not be sufficient to undertake the proposed redevelopment. Given the goals of the City of Grand Haven and the financial model proposed by the Sponsor, some modifications to the Sponsor’ proposal for consideration are detailed below:

1. Construction Assumption Certainty
 - The construction budget is based on another, albeit similar, project that the Sponsor executed in a different city, and does not reflect a formal quote
 - Sponsor owns a construction company with a proven track record of successful local projects
 - A contingency has been included, but fluctuations in material costs and tariffs pose risks to budget reliability
2. Equity Funding
 - Sponsor indicated that their current plan to raise limited partner (“LP”) equity up to 49% of the total equity contributed by the project.
 - The uncertain terms for the LP equity could impact the Sponsors returns and impact project feasibility

Project Summary

PROGRAM SUMMARY

Total Project Cost	\$11.1M		
Parking	62 spaces		
<u>Residential Unit Mix</u>	<u># of Units</u>	<u>Avg. Sq ft</u>	<u>Yr 1 Rent</u>
Studio	20	600	\$1,422
One Bedroom	22	819	\$1,658
Two Bedroom	3	1,050	\$1,978
Total	45	55,161 SF	

SITE AERIAL



SPONSOR

The Sponsor of this project is Beechtree Leasing, LLC

- Beechtree Leasing, LLC was formed in May 2001 by Greg Oleszczuk, owner of Westwind Construction and Development. Greg has been active in general contracting and property management for over 45 years in Western Michigan, with his home office located in Grand Haven.
- The development team for this project will consist of Chad Achterhof, the Chief Financial Officer supported by Doug Meekhoff, the Senior Project Manager, and a team of dedicated accounting professionals local to the Sponsors Grand Haven, MI office.
- Beechtree developed and/or manages the following multifamily properties Abbey42 in Kalamazoo, MI, Trailside 45 workforce housing and Ridge45 in Traverse City, MI, and the Pines45 in Gaylord, MI.
- Westwind Construction has experience working with public entities, most notably the Kalamazoo Water Main expansion, a project which provided water service to 200+ acres of undeveloped land by installing 3 miles of water main lines and spurred community and municipal growth. In addition to this experience, they have also worked on several brownfield-financed properties.

Project Summary

DEVELOPMENT RATIONALE AND AFFORDABILITY

- The project site contains two vacant industrial buildings constructed in 2003 and 2006. The proposed redevelopment will transform the site into 45 multifamily housing units featuring modern amenities such as a rooftop common area and bicycle parking. This initiative aligns with the Grand Haven Master Plan, promoting compact development and expanding housing options across income levels on underutilized land.
- The project supports the Ottawa County Housing Needs Assessment, which identified a shortfall of 15,731 housing units by the end of 2025.
- Planned site improvements include the installation of permeable landscaping, construction of a new energy code-compliant building, incorporation of air-to-air heat pumps, and integration of energy-efficient LED lighting.
- Limited availability and older vintage homes in East Grand Haven significantly impact the choices for individuals and families that currently live in the area, and/or work nearby and desire to live closer to their workplace.

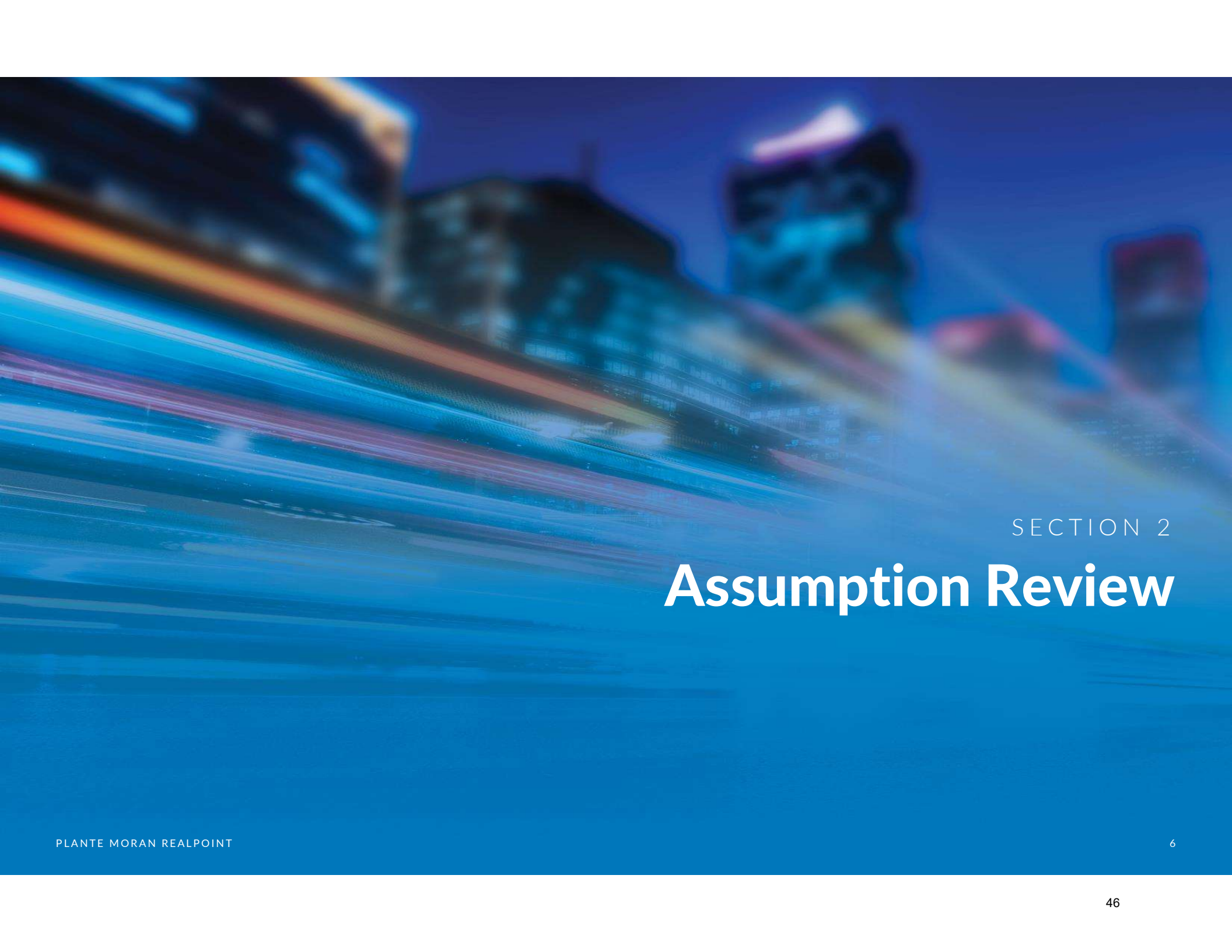
KEY DOCUMENTS RECEIVED

PMR received the following documents and information from the Sponsor and were relied upon for this report:

1. Building plan and architectural drawings dated 7.8.2025
2. Market rent comparables dated 8.4.2025
3. Commercial Rehabilitation Exemption Certificate – Form 4507 dated 7.16.2025
4. Westwind Construction (Related party to Sponsor) Marketing Brochure & Sponsor Overview
5. Project pro forma including the operating budget, abatement schedule, and proposed financing
6. Title Documents for 1426 & 1430 Fulton Street Parcels dated 5.23.2025 & 6.16.2025
7. Unit Mix detail for the Project dated 8.4.2025
8. Correspondence with the Sponsor and a meeting on 8.5.2025
9. Debt amortization schedules

KEY CONCEPT – “BUT FOR” TEST

- The National Housing Council defines this as a test used in many localities to ensure that new development or other activity that renders a property eligible for a tax abatement would not have occurred *but for* the tax break



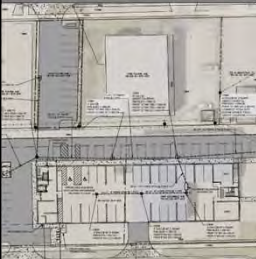
SECTION 2

Assumption Review

Market Research

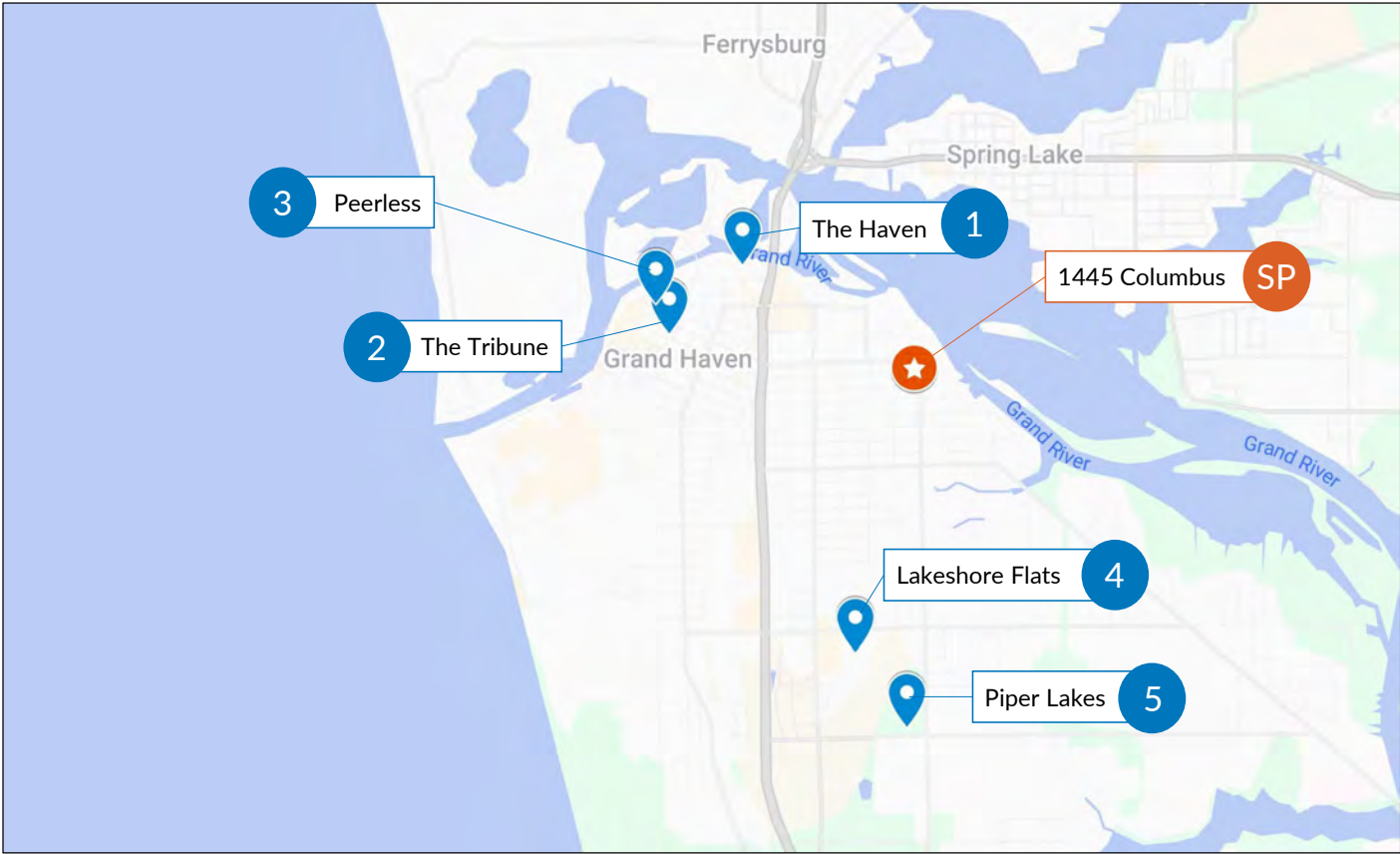
MARKET COMPS

To provide context around the proposed rents at the development, PMR conducted market research to identify comparable properties to the proposed redevelopment in terms of size and age. PMR identified five comparable properties and analyzed unit mix and rents to determine market rent by unit type in the area. This analysis shows that the proposed rents at this development, detailed on the following slides, are below market on a rent per square foot basis, and therefore supportable assumptions.

	COMP 1 The Haven			COMP 2 The Tribune Lofts			COMP 3 Peerless			COMP 4 Lakeshore Flats			COMP 5 Piper Lakes			AVERAGE			SPONSOR PRO FORMA		
																					
Address	591 Miller Dr			101 N 3 rd St			240 N 1 st St			17003 Lakeshore Flats			14820 Piper Ln						1445 Columbus		
City	Grand Haven			Grand Haven			Grand Haven			Grand Haven			Grand Haven						Grand Haven		
Admin Fees & Utilities	\$280 fee			\$245 fee & \$40-50 /mo.			-			\$50 fee			\$245 fee								
Pet Fees	\$300 fee & \$35 /mo.			\$350 fee & \$40 /mo.			\$350 fee & \$50 /mo.			\$350 fee & \$50 /mo.			\$350 fee & \$35-45 /mo.								
Year Built	2015			2023			2022			2020			2017						Proposed		
	Units	SF	Rent	Units	SF	Rent	Units	SF	Rent	Units	SF	Rent	Units	SF	Rent	Units	SF	Rent	Units	SF	Rent
Studio	-	-	-	-	-	-	10	593	\$1,554	66	512	\$1,198	-	-	-	38	553	\$1,376	20	600	\$1,422
1 Bedroom	44	808	\$1,441	19	626	\$1,795	51	697	\$1,781	66	730	\$1,415	64	639	\$1,349	49	700	\$1,556	22	819	\$1,658
2 Bedroom	124	1,060	\$1,665	20	949	\$2,042	65	1,067	\$2,187	150	1,024	\$1,616	140	1,094	\$1,596	100	826	\$1,821	3	1,050	\$1,978

Market Research

MARKET COMPS MAP



Sources and Uses

<u>SOURCES</u>	<u>SPONSOR PROVIDED</u>	<u>PMR</u>	<u>COMMENTARY</u>
General Partner Capital	\$2,628,412	\$2,628,412	Equity contribution from the Sponsor
Deferred Developer Fees	\$689,596	\$689,596	Paid from available project cash flow to the Sponsor
Construction Financing	\$7,742,019	\$7,742,019	Construction financing assumes a 6.75% interest rate with a 24-month interest only period amortized over a 20-year term.
Total Sources	\$11,060,027	\$11,060,027	

<u>USES</u>			
Acquisition	\$1,210,000	\$1,210,000	Costs attributed to additional land purchases made in order to provide adequate parking to the project at its current scale.
Hard Costs	\$7,907,615	\$7,907,615	Inclusive of site work, apartment and common area construction, site electrical and utilities access, signage, and landscaping.
Soft Costs	\$1,399,096	\$1,399,096	Inclusive of engineering, architectural, and legal fees, insurance, taxes, capitalized interest, and contractor and developers' fees.
Contingency	\$543,317	\$543,317	6.9% of total hard costs/4.9% of total development costs. Line item includes site supervision, general conditions, and contingency
Total Uses	\$11,060,027	\$11,060,027	

Assumption Review

<u>OPERATING ASSUMPTIONS</u>	<u>SPONSOR PROVIDED</u>	<u>PMR CONSERVATIVE</u>	<u>PMR OPTIMISTIC</u>	<u>COMMENTARY</u>
Monthly Rents				
Studio Rent	\$1,442	\$1,376	\$1,494	Studio, one-bedroom, and two-bedroom rents are all reasonably in-line with the market range. To stress these rent levels, PMR accounted for the possibility that apartment renters will not see the value in additional square footage in their units, but rather rent based on the number of bedrooms. Accordingly, PMR used the average rent per square foot of the comparable set in the optimistic scenario, and the average rent per bedroom of the comparable set in the conservative scenario.
One Bedroom Rent	\$1,658	\$1,556	\$1,819	
Two Bedroom Rent	\$1,978	\$1,821	\$2,310	
Other Income (monthly per unit)	\$252	\$252	\$252	Other income is inclusive of parking income, pet fees, move-in and move-out related fees, application fees, late fees, and utilizes bundles. This assumption is in-line with market.
Vacancy, Concessions & Collection Loss	5%	10%	5%	Vacancy loss was increased in the conservative scenario to account for the project not meeting sponsor-projected occupancy.
Income / Expense Growth Rates	3.00% / 2.69%	2.00% / 3.00%	3.00% / 3.00%	Tax exemption grows at an average of 1.8%. Year 1 rents escalate at 4.0% in the Sponsor assumptions, then normalizes at 3.0%.
Operating Expenses (Annually, Per Unit) Excluding Property Taxes	\$4,302	\$4,302	\$4,000	Annual operating expense are largely in-line with market expectation and were adjusted downward slightly for the optimistic scenario.
Property Taxes	\$1,786	\$1,786	\$1,786	Assumes the commercial rehabilitation tax exemption is received.
Operating Expenses, Including Property Taxes	\$6,088	\$6,088	\$5,786	

Financial Pro Forma Review

OPERATING PERFORMANCE	<u>SPONSOR PROVIDED</u>	<u>SPONSOR PROVIDED, NO TAX EXEMPTION</u>	<u>PMR CONSERVATIVE</u>	<u>PMR OPTIMISTIC</u>	<u>COMMENTARY</u>
<u>First Stabilized Year</u>					
Effective Gross Income	\$1,003,668	\$1,003,668	\$893,624	\$1,067,468	PMR reduced the income growth rate from the sponsor assumptions, resulting in lower effective gross income.
Less: Expenses	\$281,348	\$356,802	\$281,225	\$267,231	Operating expenses are largely in-line with market.
Net Operating Income	\$722,340	\$646,886	\$612,398	\$800,237	
Less: Debt Service & Capex Reserve	\$672,032	\$603,008	\$672,032	\$672,032	Financing assumes a 6.75% interest rate with a 24-month interest only period amortized over a 20-year term. Annual capital expenditures of \$250 per unit. If the Sponsor does not receive the abatement this will impact their valuation when they switch to permanent financing.
Leveraged Cash Flow	\$50,308	\$43,878	(\$59,634)	\$128,205	

SPONSOR RETURNS

<u>Project-Level Returns</u>					
Stabilized Yield on Total Cost	6.53%	5.68%	5.54%	7.24%	Sponsor assumed cash flows stabilize in year 2.
Average Leveraged Cash on Cash	2.75%	4.75%	-2.40%	5.55%	Average CoC over a 13-year period. Tax abatement not included.
Stabilized Debt Service Coverage Ratio	1.08	0.96	0.91	1.19	DSCR < 1.0 means project cash flow is insufficient to cover debt service. The closer it is to 1.00, the less likely it is to secure financing. Most lenders require a DSCR of at least 1.15 for residential projects.
Passes "But For" Test	Yes				

Sponsor Return Analysis

ANALYSIS OVERVIEW

Sponsor equity returns are determined both by the initial equity investment and the after-debt service cash flows produced by the Project, which are themselves dependent on the capital stack due to debt service payments. PMR was asked to evaluate the relationship between equity returns and investment, to analyze the deal’s ability to support additional equity.

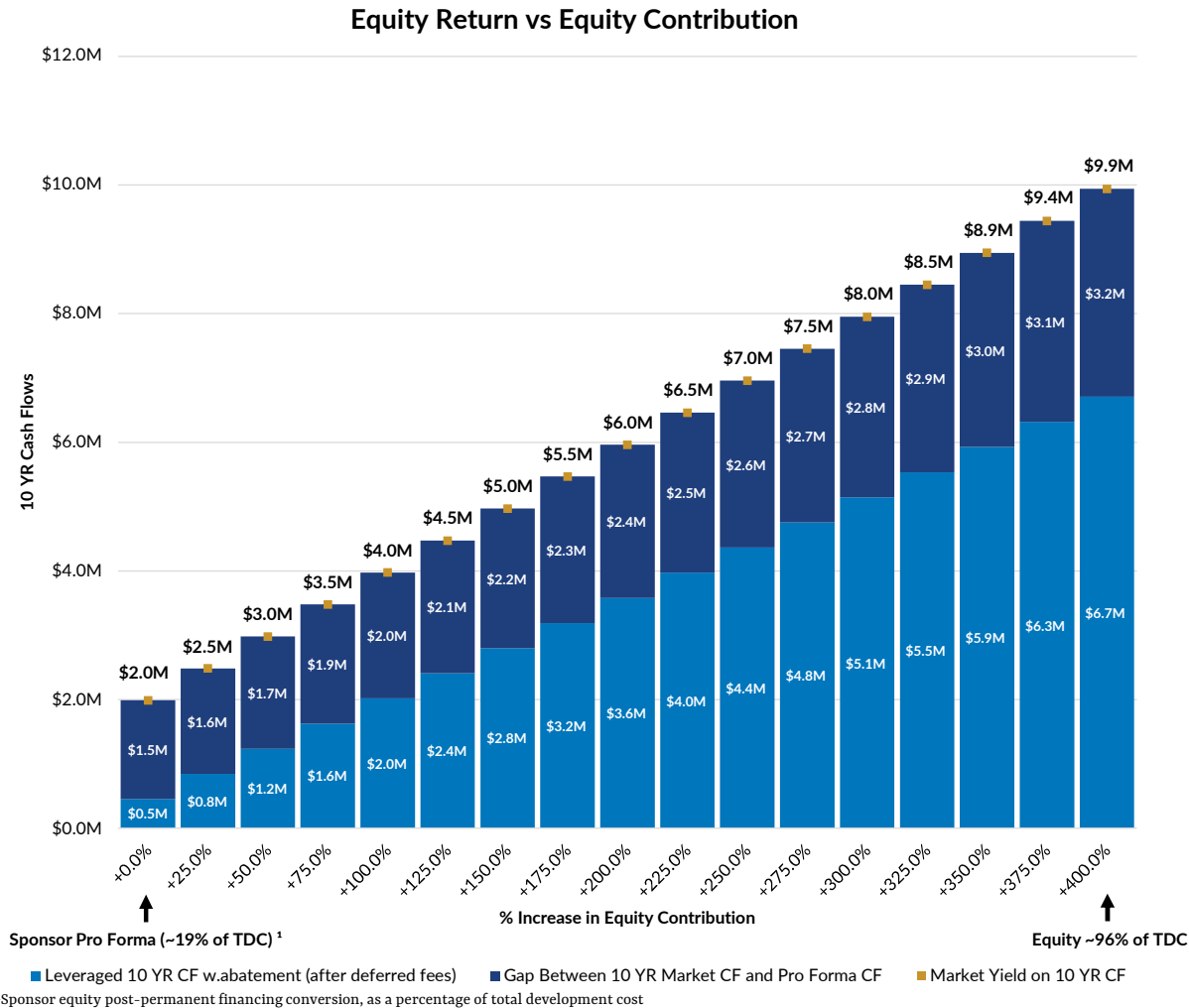
To determine average cash on cash returns sought by risk capital in this type of project, PMR used the PwC Investor Survey for Q1 2025, which polls equity real estate investors to establish expected return ranges. This report suggests a 9.4% average annual pro forma return would be required to attract purely financially-motivated capital for a multifamily investment.

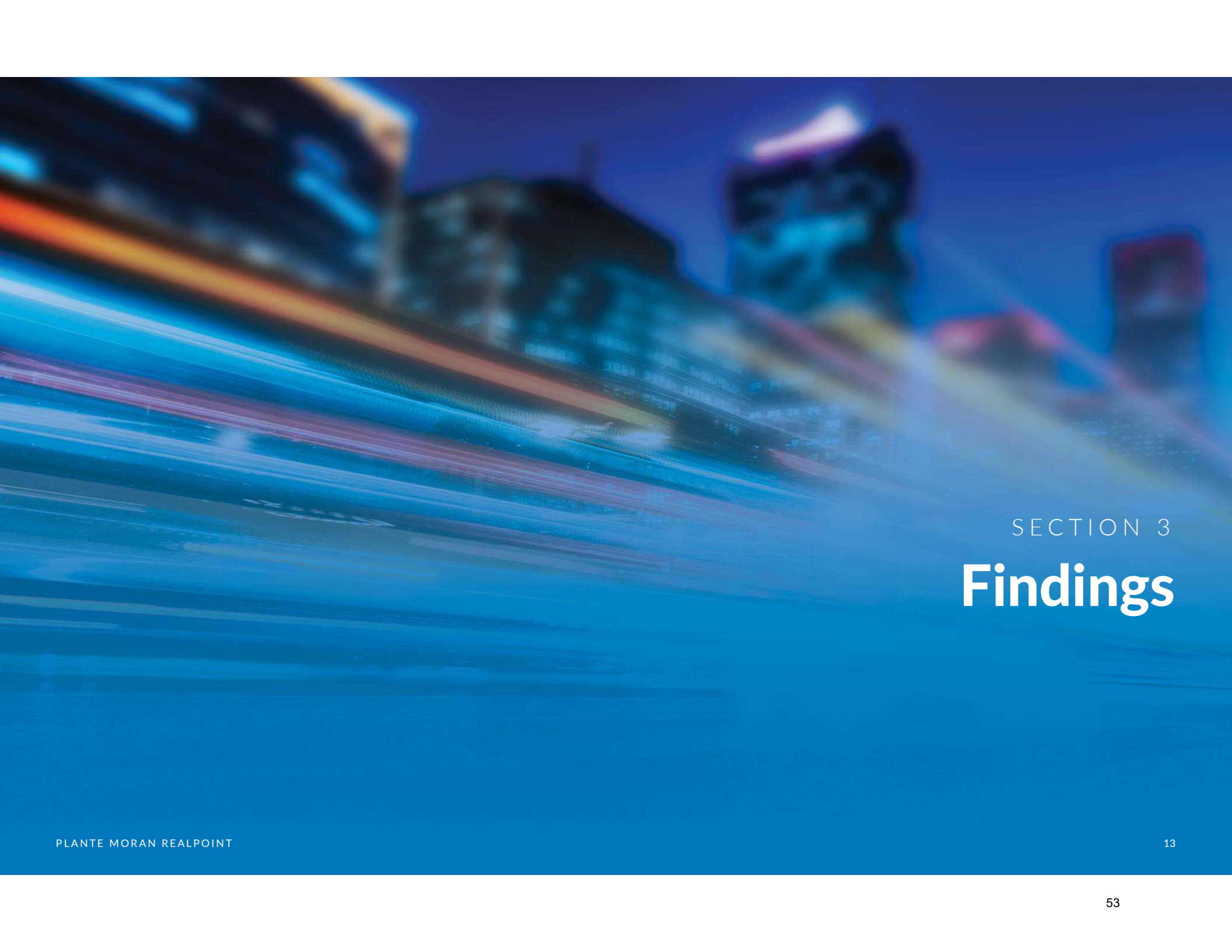
The 10-year project-level cash flow were compared to the cash flow at the 9.4% benchmark, while varying Sponsor Equity. This calculates the “gap” between market returns and project returns. PMR analyzed a range of equity levels, from the Sponsor pro forma value of \$2.1 million, up to 400% of that level, or \$10.4 million.

CONCLUSIONS

Comparing pro forma cash flow to the PwC Survey’s conclusion revealed at all levels the return to equity is below that generally underwritten in this asset class and at this risk level. As Sponsor equity increases, the “gap” increases, and returns fall farther from those available to the Sponsor through alternative investments.

Accordingly, should the City support this project, PMR does not see the need to require the Sponsor to increase its equity contribution to the capital stack.





SECTION 3

Findings

PMR Findings – Summary of Project Financials and Need for Support

RECOMMENDATIONS

The development plans as presented describe a feasible project; however, it is a project with several large open items. Accordingly, this report finds that support will likely be needed for this project, but the City should consider confirmation that these items are resolved prior to issuance of an incentive.

1. Budget – Sponsor budgeting based off a different project in a different geography makes for a useful comp and is certainly a source for estimates – given the sensitivity of project returns to the “but for” test it is advised that a more tailored budget be presented prior to incentive award.
2. Equity – The Sponsor indicated that they are perusing limited partner equity. The term of this limited partner equity could impact the Sponsors returns and project feasibility.

ACQUISITION AND DEVELOPMENT

1. The development team is well-qualified, with proven experience in Western Michigan, success in securing public funding, and strong local market expertise
2. Finalized construction budget estimates are critical to assessing project feasibility – given projected returns are below market expectations, accurate costing is a key factor
3. Sponsor pro forma indicates a Debt Service Coverage Ratio below what is generally debt-financeable in today’s market, highlighting a potential challenge in securing financing

PROFITABILITY AND DISPOSITION

1. Sponsor did not provide detailed disposition plans or a long-term hold strategy
2. The project's stabilized yield-to-cost is in-line with the minimum return benchmarking to market expectations
 1. Prequin, a financial data and information provider, concludes project returns are in-line or above the minimum highlighted preferred return of 5%; however, returns are at the lower end an acceptable range for typical market participants, justifying the need for the requested financing
3. Average leveraged cash-on-cash returns with the tax abatement are projected to be -2.4% to 5.6%
 - i. Compared to the 90-day SOFR and Treasury Bill returns (low 4% returns), which are viewed in the market as “risk-free” investments, the project's profitability appears low, given the risk in real estate development
 - ii. Development and rehabilitation projects inherently carry additional risk – investors expect to be compensated for that risk through higher returns
 - iii. Projected returns without incentives and financing below that of risk-free investments demonstrate the need for requested financial support and incentives

DRAFT



- A. This Report reflects the information available as of the date of its publication. The information, recommendations, analysis, and conclusions contained herein are, in whole or in part, derived from and dependent on information provided by Sponsor and Grand Haven, their affiliated and related entities, and other third parties neither contracted by nor controlled by PMR. PMR is not a certified public accountant and cannot conduct reviews or audits of such information. Therefore, PMR provides no opinion on, or assurance of, the reliability of such information. Misstatements and/or material misstatements in such information may exist that impact the results of the analysis, recommendations and conclusions provided herein.
- B. PMR:
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**City of Grand Haven
Department of Public Works
616-847-3493**



MEMORANDUM

TO: Ashley Latsch- City Manager
CC: Dana Kollewehr- Assistant City Manager
FROM: Brian Jarosz- Waterfront and Events Manager
DATE: 11/06/2025
SUBJECT: New Event for City Council - Grand Haven Jeepfest- 2026

A Special Event Application has been submitted for City approval. Please review and reply.

The Grand Haven Jeep Fest organizers have submitted a special event application to hold their annual event on Harbor Island in Grand Haven on Friday, August 14th, and Saturday, August 15th, 2026. While this is a recurring event, Jeep Fest organizers have proposed changes due to its growing popularity and changes in location. Each day will begin at 9:00 am and end by 10:00 pm.

Jeep Fest is requesting a 7 day rental of Harbor Island from Tuesday, August 11th through Monday, August 17th. (3 days of set up, 2 days of festival and 2 days of clean up and restoration). Additional days will be granted if the need for further restoration efforts is present.

Organizers are proposing constructing an obstacle course on the gravel lot (Overflow Lot 2) and using the paved lot for parking and showing Jeeps. (Overflow Lot 1). Obstacle course users will drive along a guided route around Harbor Island and into the course, then will exit onto Coho Drive. Staff and festival organizers do not see a negative impact on traffic flow due to frequency of the Jeep participants. There will be bleachers placed near the course, with barricades to separate the course from Coho Drive and from the bleachers and attendees. Organizers have resources available to restore the obstacle course to preexisting condition after the festival.

Jeepfest will have a large vendor area, adjacent to the obstacle course. This area will have tents and abide by all spacing and fire code regulations from Public Safety. Jeepfest has requested rental of the Showmobile to be placed on Harbor Island to host concerts both nights during the festival. The concerts will begin at 6:00 pm and end by 10:00 pm. Power is available at that location.

The Southeast side of Harbor Island will have multiple food trucks, a children's play area and seating for food truck customers. Food Trucks will have no power access and will use generators in accordance with Public Safety Fire requirements. The Southern portion of Harbor Island will be used for reserved parking for festival attendees. Jeepfest will create parking lanes and guide vehicles for space-use efficiency. Jeepfest will provide appropriate portable restrooms and trash receptacles with dumpster for this event.

Jeepfest is also requesting a Kickoff Party downtown on Thursday, August 13th on Washington, from 1st Street to 3rd Street. Attendees will park their Jeeps on Washington for a car show. There will be live music with a stage in the roadway. No food or alcohol will be brought in for the Kickoff party. The Kickoff Party is scheduled to begin at 6:00 pm and end at 9:00 pm.

Jeep Fest is a non-profit organization that promotes Jeep culture and celebrates the Jeep community. It partners with local and regional non-profits to raise funds for community projects and initiatives. This year's fundraising partner will again be the Children's Advocacy Center of Ottawa County.

The Parks and Recreation Board will review at their November 5, 2025 meeting.

DATES: August 13th- August 15th 2026

PUBLIC SPACES REQUESTED

Harbor Island

Overflow Lot 1 & 2

Washington Avenue- 1st to 3rd Street

PUBLIC SERVICES REQUESTED

Electricity

Banners

Water

Road Closure

Showmobile

Cardboard Trashes

Sound System



CITY OF GRAND HAVEN SPECIAL EVENT APPLICATION

OFFICE USE ONLY

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

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

EVENT SUMMARY

EVENT NAME: GRAND HAVEN JEEP FEST
EVENT DATE(S): 8/14/26 - 8/15/26 → 8/13/26 KICKOFF PARTY DOWNTOWN
START TIME: 9AM END TIME: 6PM SET UP TIME: 7AM TEAR DOWN COMPLETED BY: 9PM
EVENT LOCATION(S): HARBOR ISLAND

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): ghjeepfest.com

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

APPLICANT INFORMATION

ORGANIZATION NAME: GRAND HAVEN JEEP FEST
ORGANIZATION ADDRESS: P.O. Box 373, Grand Haven, MI 49417
RESPONSIBLE PARTY NAME: JASON ROGERS
RESPONSIBLE PARTY ADDRESS: 9216 104TH AVE, ZEELAND, MI 49464
APPLICANT PHONE: 616.638.8864 EMAIL: jar021979@gmail.com
EVENT DAY CONTACT (NAME/PHONE): JASON ROGERS 616.638.8864

Representative must be on site and available during entire event.

EVENT DETAILS & LOGISTICS

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

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

SEE MAP PROVIDED

EVENT TAKING PLACE AS USUAL, BUT FOR AN EXTENDED TIMEFRAME & DIFFERENT TIME OF YEAR

EVENT DETAILS & LOGISTICS CONTINUED

Department of Public Works Services (Check all that apply)

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

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

Will this event provide portable restrooms? ☐ No ☒ Yes # of units? 20 # of ADA units? 5

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

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

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

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

PUBLIC SAFETY

Will there be food trucks/food concessions? ☐ No ☒ Yes

Contact the Health Department for requirements and to schedule inspections.

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

Will there be food cooked on-site? ☐ No ☒ Yes

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

Will there be pyrotechnics? ☒ No ☐ Yes

Will you provide your own security? ☐ No ☒ Yes

Will there be assembly tents at the event? ☐ No ☒ Yes

If yes, how many? 25 - 30 Total Size 150 - 250² FT EACH

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

ALCOHOL SERVICE

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

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

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

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

GRAND HAVEN JEEP FEST

Contact Name: JASON ROGERS

Phone Number: 616.638.8864

STREET & PARKING LOT CLOSURES

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

STREET/PARKING LOT TO BE CLOSED	FROM WHICH INTERSECTION/LOCATION	TO WHICH INTERSECTION
Example - Harbor Drive	Columbus	Franklin
WASHINGTON	4TH ST TO 1ST ST	1 ST ST

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

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

LIABILITY INSURANCE

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

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

Name of Insurance Company/Agent: SEE INSURANCE ON FILE w/ CITY
 Phone Number of Company/Agent: _____

SPECIAL EVENT FEES

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

To Be Completed by Applicant

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

City of Grand Haven Resident and Non-Profit Discount

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

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

REQUIREMENTS OF THE SPECIAL EVENT

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

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

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

Signature

Date

10/22/25



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: JASON ROGERS

Sponsor Organization: GRAND HAVEN JEEP FEST Contact Person: JASON ROGERS

Non-Profit Federal ID Number (if applicable): 92-0922864

Address: P.O. Box 373 Grand Haven MI 49417

(616) 638-8864 ghjeepfest@gmail.com

Street City State Zip
Daytime Phone Email Address

EVENT INFORMATION

Event Name: GRAND HAVEN JEEP FEST

Event Location: HARBOR ISLAND

Date(s) of Event: 8/14/26 to 8/15/26 Set Up Time: 7am

Activity Start Time: 9am Activity End Time: 6pm

Description of Type of Event: (concert, picnic, wedding, etc.): Jeep Show with
food trucks, vendors, music & obstacle course

Estimated Number of Persons Attending: 5,000

Rental of Harbor Island Requested
8/11 to 8/18/26

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

ON FILE w/ City of GH

SELLING/FUNDRAISING:

Will any selling/fundraising occur?

☒ Yes

☐ No

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

SPONSORSHIP/BANNER/SIGNS:

Will any sponsorship occur?

☒ Yes

☐ No

Will any signs or banners be used?

☒ Yes

☐ No

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

TENTS/CANOPIES:

Will any temporary structures be used?

☒ Yes

☐ No

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

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

See Attached MAP

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.

See Attached MAP

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.

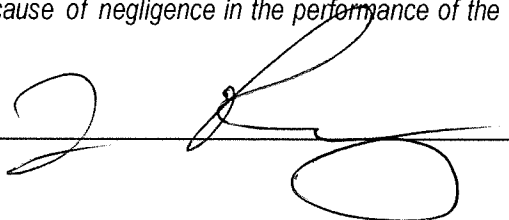
CLEANUP/DAMAGE: The applicant is responsible for any cleanup following this event and any damage done to City property. If the grounds are not satisfactory and trash receptacles not removed, the City of Grand Haven will bill you for services following the event. Grounds must be cleaned immediately following 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:

10/22/25

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: Brian Jarosz
519 Washington
Grand Haven, MI 49417
bjarosz@grandhaven.org
Office: 616.847.3493

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

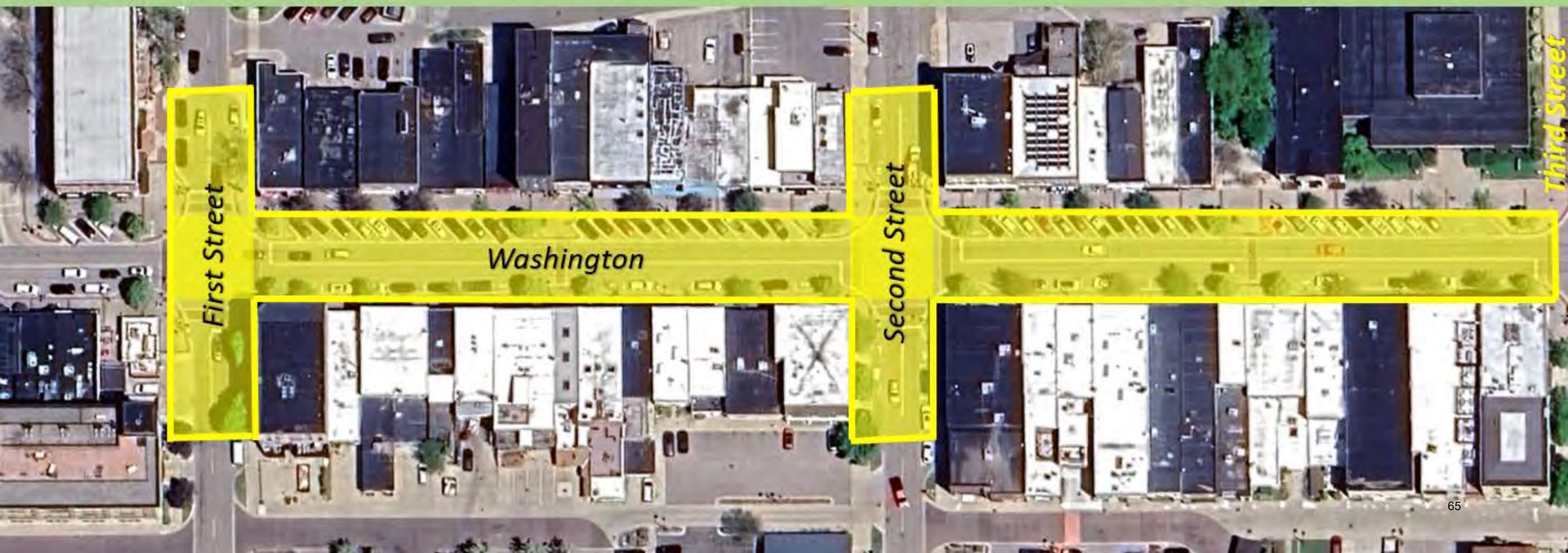
2026 Jeepfest- Downtown Kick Off Party

Thursday, August 13th, 2026

Washington Ave- First – Third

Parked Jeeps, live band at First and Washington intersection

Alcohol available from Social District vendors only- no Jeepfest Alcohol here



Jeepfest 2026
Harbor Island
August 14th & 15th

- Portable Restrooms
- Vendor Area
- Food Trucks
- Concert Seating
- Showmobile
- Kid's Area
- Bleachers
- Obstacle Course
- Show Parking- Sat only
- Shuttle Drop off
- Check in Tent
- Parking Lines
- Alcohol Fence



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



MEMORANDUM

TO: Ashley Latsch- City Manager

CC: Dana Kollewehr- Assistant City Manager

FROM: Brian Jarosz- Waterfront and Events Manager

DATE: 11/06/2025

SUBJECT: Winterfest Fireworks Request

A Special Event Application has been submitted for City Council. Please Review.

Winterfest is an annual event that will be held from Friday, January 23, to Sunday, January 25, 2026. The main activities will take place on Saturday, January 24th. As in previous years, the event will utilize Mulligan's Hollow and the Harborfront Parking Lot. New to 2026, there will be Dog Sled Demos at Mulligan's Hollow from 9:00 a.m. to 11:00 a.m., replacing the Family Dog Pull. The Cardboard Sled Race will also be held at Mulligan's Hollow. Winterfest will be celebrating its 50th year and is requesting City Council approval a fireworks display at Waterfront Stadium on Saturday at 9:30 p.m. The fireworks will be managed by Pyrotecnico, the same company used by the city and Coast Guard Festival, using the same footprint as the New Year's show.

The Harborfront Parking Lot will be closed from Friday, January 23 at 6:00 a.m. to Sunday, January 25 at 5:00 p.m. This lot will host the Winterfest Bonfire Bash and the Winterfest Freeze 4 All Snow Volleyball event, which have been successful in previous years. The Freeze 4 All Snow Volleyball event will run from 3:00 p.m. to 10:00 p.m., while the Bonfire Bash will run from 3:00 p.m. to 10:00 p.m. The volleyball courts will be located on the south side of the lot, with fire pits on the north side. Dykstra Landscape will be handling the snow placement for the volleyball event. Fencing will be used to secure the perimeter of the Harborfront Lot, and IDs will be checked at the entrance for those who wish to purchase alcoholic beverages. No parking signs will be placed in the Harborfront Parking Lot by Thursday for the Friday closures.

The Parks and Recreation Board recommends approval of the Winterfest event request.



CITY OF GRAND HAVEN

RECURRING SPECIAL EVENT APPLICATION

OFFICE USE ONLY

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

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

EVENT SUMMARY

EVENT NAME: Winterfest
EVENT DATE(S): January 22-25, 2026
START TIME: _____ END TIME: _____ SET UP TIME: _____ TEAR DOWN COMPLETED BY: 01/26/2025
EVENT LOCATION(S): Throughout Grand Haven, including Mulligan's Hollow and Harborfront Parking Lot

Is this a recurring event in the City of Grand Haven? ☐ No ☒ Yes
If no, please complete full special event application

APPLICANT INFORMATION

ORGANIZATION NAME: Winterfest, Inc
ORGANIZATION ADDRESS: PO Box 204 Grand Haven, MI 49417
RESPONSIBLE PARTY NAME: Kevin Galbavi
RESPONSIBLE PARTY ADDRESS: 17940 Cove St. Spring Lake, MI 49456
APPLICANT PHONE: 616-402-4887 EMAIL: kevin@galbavi.com
EVENT DAY CONTACT (NAME/CELL PHONE): Kevin Galbavi 616-402-4887

Representative must be on site and available during entire event.

EVENT DETAILS & LOGISTICS

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

Provide a description of your event and outline any changes from the previous year.

See Attached

Will there be food trucks/concessions?	☒ No	☐ Yes	Inspections and permits required.
Will there be tents over 400 sq. feet?	☒ No	☐ Yes	Inspection and permit required.
Will alcohol be served at the event?	☐ No	☒ Yes	Separate license required through MLCC.

EVENT DETAILS & LOGISTICS CONTINUED

Department of Public Works Services (Check all that apply)

- | | | |
|--|---|---|
| ☐ Banner, \$125-\$350 | ☒ Electric, \$200 plus usage | ☐ Stadium Fencing, \$800-\$4400 |
| ☒ Barricades, \$3-\$15/each (# and type determined by Public Safety) | ☐ Park Rental, fees vary by park | ☐ Street Closures, \$150 |
| ☐ Cardboard Trash Container/Liners, \$13/each | ☐ Portable Mobile Stage (Showmobile), \$500-\$1025 | ☒ Sound System, \$100 |
| | ☐ Sanitation (Grey Water/Grease) | ☐ Water, \$100 plus usage |
- Additional incidental fees apply based on applicant requests. Parks/Facilities/Street rental fee will apply

LIABILITY INSURANCE

Liability insurance naming the City of Grand Haven as additional insured is required for all events.

SPECIAL EVENT FEES

Submit the special event and park application fees with completed application. Application fees are due at the time a completed application is submitted. A cost estimate of event fees will be provided upon staff review of application. See current fee schedule for additional fees and current rates.

To Be Completed by Applicant

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

City of Grand Haven Resident and Non Profit Discount

- Residents & Non Profits located within the City of Grand Haven (COGH) 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).
- Discounts are subject to approval and current special event policy.

I am requesting the maximum allowable discount (Initial Here): 123

REQUIREMENTS OF THE SPECIAL EVENT

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

Failure to comply with any requirements of the Special Event Permit may result in the forfeiture of your deposit, immediate event suspension, and 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



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: Winterfest

Sponsor Organization: Winterfest, Inc Contact Person: Kevin Galbavi

Non-Profit Federal ID Number (if applicable): 38-2279351

Address: <u>PO Box 204</u>	<u>Grand Haven</u>	<u>MI</u>	<u>49417</u>
<u>Street</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
<u>(616) 402-4887</u>	<u>kevin@galbavi.com</u>		
<u>Daytime Phone</u>	<u>Email Address</u>		

EVENT INFORMATION

Event Name: Winterfest

Event Location: See Attached

Date(s) of Event: January 22-25, 2026 Set Up Time: _____

Activity Start Time: _____ Activity End Time: _____

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

WINTER FUN FOR EVERYONE!

Estimated Number of Persons Attending: _____

ALL QUESTIONS MUST BE ANSWERED OR APPLICATION WILL NOT BE ACCEPTED

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

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

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

PROOF OF INSURANCE ATTACHED: ☒ Yes ☐ No

SELLING/FUNDRAISING:

Will any selling/fundraising occur? ☐ Yes ☒ No

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

SPONSORSHIP/BANNER/SIGNS:

Will any sponsorship occur? ☐ Yes ☒ No

Will any signs or banners be used? ☐ Yes ☒ No

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

TENTS/CANOPIES:

Will any temporary structures be used? ☐ Yes ☒ No

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

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

EQUIPMENT/MATERIALS USED:

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

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

See Attached

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

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

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

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

Signature of Applicant: _____

Date: 10/29/2025

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: Brian Jarosz
519 Washington
Grand Haven, MI 49417
bjarosz@grandhaven.org
Office: 616.847.3493

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

Winterfest 2026

As in the past, Winterfest requires the use of Mulligan's Hollow on Saturday for the Cardboard Sled Race and a section of the Harborfront Parking Lot beginning Friday morning until Sunday afternoon. No Parking Signs in Harborfront Parking Lot by Thursday for Friday.

Dog Sled Demos – New 2026

Mulligan's Hollow: Saturday 1/24/2026, 9:00am – 11:00am

The Family Dog Pull had it's final run in 2024. Dog ownership demographics have changed over the years. So, we're bringing in dogs that love the snow! We'll have a couple sessions of education and Q&A and the dogs will run a lap or two. This will wrap up before the Cardboard Sled Race begins.

Winterfest Freeze 4 All Snow Volleyball – same as 2025

South Section of Harborfront Parking Lot: Saturday 1/24/2024, 3:00pm to 10:00pm

This event replaced the Human Sled Race in 2019 and has been a huge hit. The parking lot requirements and logistics of snow placement is the same. There aren't any new requirements or requests from the City. Like last year, we have partnered with Dykstra Landscape to bring snow in from nearby locations, smooth it out for the event, and pile it up in the corner when we're done.

Winterfest Bonfire Bash – same as 2025

Harborfront Parking Lot: Saturday 1/24/2026, 3:00pm to 10:00pm

Friday 1/23/2026: Close Harborfront Parking Lot from Friday 1/23/2026, 6:00am to Sunday 1/25/2026, 5:00pm

The Bonfire Bash has been a tremendous success since 2015. The feedback from the community has been overwhelmingly positive and the Winterfest Committee is excited to have another event that resonated so well with residents. The family atmosphere and laid-back style of the event is popular among many age groups. The adults had as much fun roasting marshmallows as the kids. We look forward to this being another fantastic year. We close both sides of the main section of the parking lot to allow for holding the Freeze-4-All Volleyball during the bonfire bash.

50 Years of Winterfest Fireworks – New 2026

Waterfront Stadium: Saturday 1/24/2026, 9:30pm

Winterfest is celebrating 50 years, 1976-2026. Let's celebrate with fireworks! This show will use the same company, Pyrotecnico, as the New Year's, July 4th, and Coast Guard shows. The plan is using the same footprint as the New Year's show, except the spectators will be in the parking lot, not the street. Pyrotecnico is handling additional permitting, insurance, etc.

Location and Procedures for the Winterfest Bonfire Bash at the Harborfront Parking Lot -- January 24, 2026

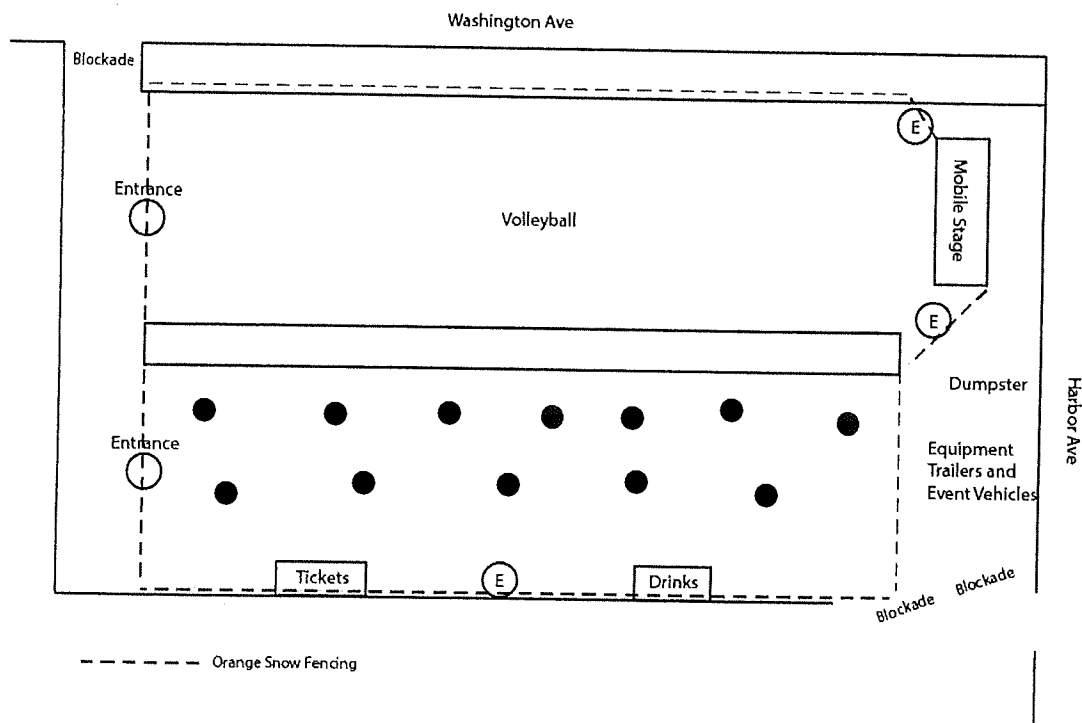
The Bonfire Bash replaced the Luau in 2015. The event has received an overwhelmingly positive response from the community, especially local residents. In 2020, we aligned the successful Freeze-4-All volleyball tournament and Bonfire Bash events.

The event is in the Harborfront Parking Lot on 01/24/2026 and begins at 3:00pm and ends at 10:00pm.

The area consists of the Harborfront Lot with current and additional fencing around the perimeter to prevent people from exiting anywhere other than the designated areas. This is outside the designated social district. The volleyball courts will be on the south side, and the fire pits laid out on the north side similar to the diagram below.

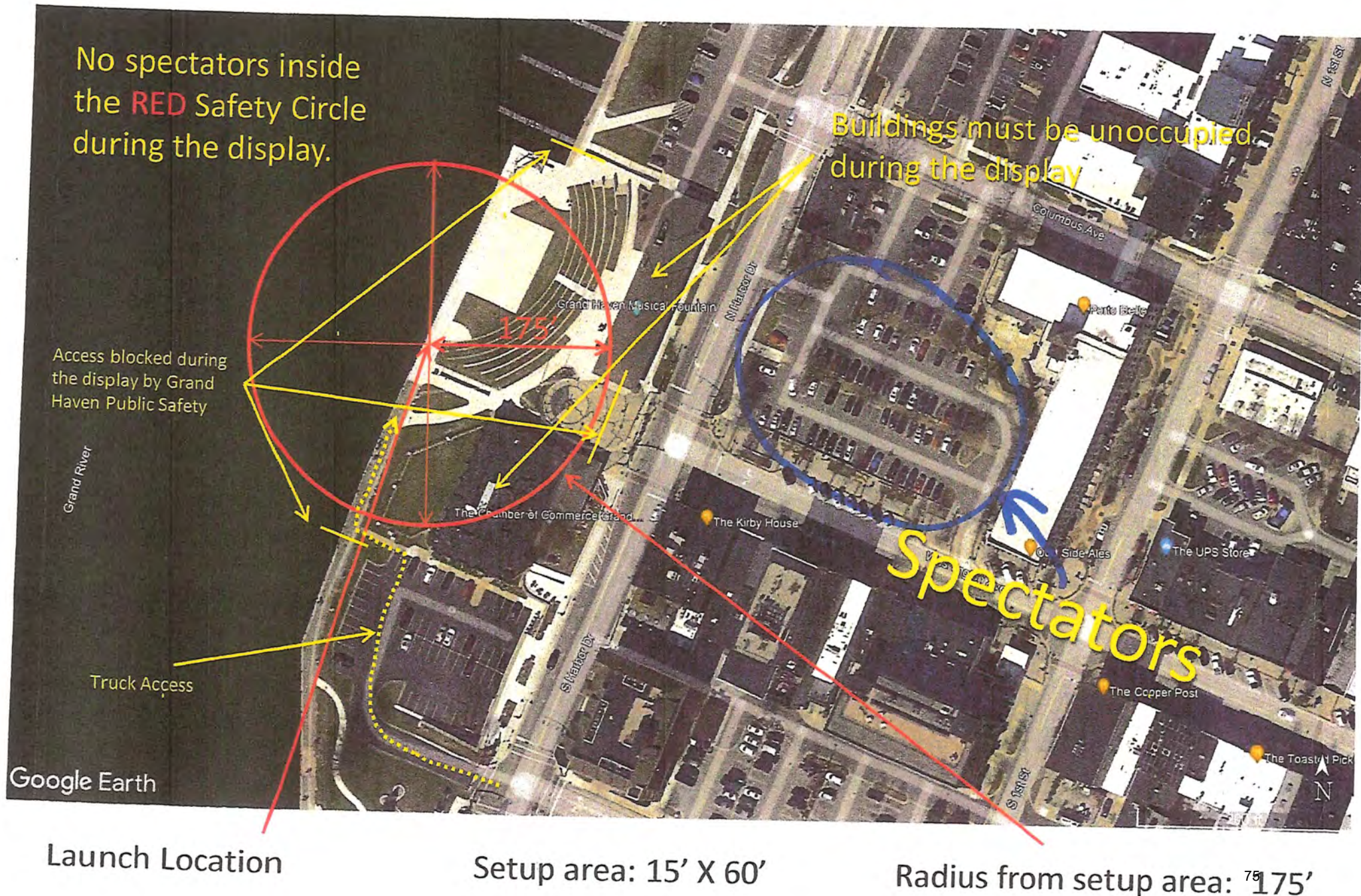
IDs will be checked at the entrance. Only persons with proper ID over 21 years of age will be given a wristband or stamp. Once inside, people over 21 may purchase tickets and use these tickets to get drinks. At both points, Winterfest volunteers will look for an individual's wristband or stamp. Any suspect individuals will be redirected toward the entrance where they can show their ID to get a stamp or be removed from the event.

Persons will not be allowed to leave the designated area with beverages.



Grand Haven, MI New Years Eve
1 N Harbor Dr, Grand Haven MI 49417

Pyrotecnico Fireworks Inc.
10/26/2023 Michael Falk



The section of the parking lot that is fenced in is approximately 190' long by 120' wide.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/8/2025

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 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 Acrisure Great Lakes Partners Insurance Services 223 West Grand River Ave #1 Howell MI 48843	CONTACT NAME: PHONE (A/C, No, Ext): 216-658-7100 E-MAIL ADDRESS: info@brittongallagher.com	FAX (A/C, No): 216-658-7101
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Everest Denali Insurance Company		16044
INSURER B : Arch Specialty Insurance Company		21199
INSURER C : Continental Indemnity Company		28258
INSURER D : James River Insurance Company		12203
INSURER E : AXIS Surplus Insurance Company		26620
INSURER F :		

COVERAGES**CERTIFICATE NUMBER:** 1125744560**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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
D	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC	Y	Y	P0000003353	11/14/2024	11/14/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS	Y	Y	GCD0010016-241	11/14/2024	11/14/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	UMBRELLA LIAB ☒ OCCUR EXCESS LIAB ☒ CLAIMS-MADE DED ☐ RETENTION \$ ☐	Y	Y	UXP1035252-05	11/14/2024	11/14/2025	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		Y	82-872096-04-38 (MASTER)	10/14/2024	10/14/2025	☒ WC STATU-TORY LIMITS ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	Excess Liability #2	Y	Y	P-001-001451057-01	11/14/2024	11/14/2025	Each Occ/ Aggregate \$5,000,000 Total Limits \$10,000,000

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

Additional Insured extension of coverage is provided by above referenced liability policies where required by written agreement.

Display Date: January 24, 2026

Location: 1 Harbor Dr, Grand Haven MI 49417

Additional Insured: Winterfest, Inc; City of Grand Haven, MI

CERTIFICATE HOLDER**CANCELLATION**Winterfest, Inc.
P.O. Box 204
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

Finance Department

519 Washington Avenue

Grand Haven, MI 49417

Phone: (616) 847-4893

TO: Ashley Latsch, City Manager

FROM: Emily Greene, Finance Director EG

DATE: November 11, 2025

SUBJECT: FY2025-26 Fee Schedule Amendment 2 (Council Meeting 11/17/2025)

Attached is the FY2025-26 Fee Schedule Amendment 2 for review and consideration.

City Council adopts the City Budget and Fee Schedule annually for its fiscal year, which takes effect July 1 of that year. During a prior year budget discussion, staff noted it would be better to adopt fees for seasonal activities to coincide with the calendar year instead of the fiscal year. This change allows staff to better communicate fees for services before the summer months instead of fees changing in the middle of summer. No fee increases are needed for special event services or seasonal activities at this time. However, changes to airport hangar fees are necessary.

Proposed fee changes highlighted in purple below include:

1. Changes to airport hangar fees to comply with federal grant funding requirements, no longer charging different resident and non-resident fees for the same service
2. Removing trolley rental services no longer offered

Upon City Council approval, the FY2025-26 Fee Schedule Amendment 2 will be effective January 1, 2026, and be updated and included in the budget document on the City's website.

City of Grand Haven - Fee Schedule			
For Fiscal Year 2024-25 and Budget 2025-26			
Fund/Department/Description	Fiscal Year 2024-25		Fiscal Year 2025-26
01/01/2026--Amendment 2			
Airport Fund			
Hangar rental - per month (Add \$50 for hangar suite)	Resident	Non-Resident	
1000s A	\$150.00	\$160.00	\$165.00
2000s B	\$190.00	\$200.00	\$205.00
3000s C	\$125.00	\$135.00	\$140.00
4000s D	\$205.00	\$215.00	\$220.00
6000s (contractual - <u>RF Tech.</u>)	contractual	contractual	contractual
7000s F	\$205.00	\$215.00	\$220.00
8000s G	\$205.00	\$215.00	\$220.00
9000s H	\$205.00	\$215.00	\$220.00
Airport Conference Room Rental	\$100 for four hours	plus \$25 per hour after 4 hrs	\$100 for four hours plus \$25 per hour after 4 hrs
Fuel Sales	As determined by management based on market costs		As determined by management based on market costs
Tie Down Fee	\$25/day		\$25/day
Trolley Services through Airport			REMOVE
Trolley rental (2 hour minimum rental required)			REMOVE
Rental cost per hour	\$225.00		REMOVE
Rental cost each additional half hour	\$112.50		REMOVE