

**CITY OF GRAND HAVEN  
GRAND HAVEN, MICHIGAN  
REGULAR CITY COUNCIL MEETING  
MONDAY, FEBRUARY 20, 2023**

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

**Present:** Council Members Mike Fritz, Karen Lowe, Mayor Pro-Tem Cummins and Mayor Catherine McNally.

**Absent:** Council Member Kevin McLaughlin

**Others Present:** City Manager Ashley Latsch, City Clerk Maria Boersma, Finance Director Emily Greene, Special Events and Projects Manager Dana Kollewehr, Streets & Utilities Manager Matt Wade, NOWS Manager Eric Law, Community Affairs Manager Char Seise, City Planner Brian Urquhart, and Sergeant Andy Cannon.

**INVOCATION/PLEDGE OF ALLEGIANCE**

Mayor McNally honored the victims of the Michigan State University shooting that took place on February 13, 2023.

Emmett Brown, Trinity Church, Grand Haven gave the invocation.

**APPOINTMENTS TO BOARDS & COMMISSIONS**

**23-39** Mayor Pro-tem Cummins moved, seconded by Council Member Lowe to appoint the following:

Nancy Collins, Loutit District Library Board, term expiration June 30, 2024  
Tyler Jackson, Zoning Board of Appeals, term expiration, June 30, 2025.

Roll Call Vote:

**This motion carried unanimously.**

**APPROVAL OF CONSENT AND REGULAR AGENDAS**

Council Member **Fritz** moved, seconded by Mayor Pro-tem **Cummins** to approve the agendas as presented.

**23-40** Council Member **Lowe** moved, seconded by Council Member **Fritz** to move Consent Agenda Item K to New Business Item C, and to add “Consideration by City Council of a resolution to post, pursuant to City Ordinance Section 25-5, Central Park and other City of Grand Haven property as necessary, “No camping, bed rolls, tents, or temporary structures”.” As New Business Item D.

Roll Call Vote:

**This motion carried unanimously.**

**23-41** Mayor Pro-tem **Cummins** moved, seconded by Council Member **Fritz** to approve the agendas as amended.

Roll Call Vote:

**This motion carried unanimously.**

### **FIRST CALL TO AUDIENCE**

### **CONTINUATION OF WORK SESSION**

James Kilborn of Progressive AE continued his presentation on the Master Plan update.

### **PRESENTATIONS**

Finance Director Emily Greene presented on the proposed FY 23-24 Fee Schedule Draft.

### **CONSENT AGENDA**

**23-42** Approve Council Regular Meeting Minutes of January 17 and February 6, 2023.

**23-43** Approve the bills memo in the amount of \$1,340,400.44.

**Attachment A**

**23-44** Approve a resolution designating Duncan Park as an Old Growth Forest and recognizing the park as a member of the Old-Growth Forest Network.

**Attachment B**

**23-45** Approve a resolution to award the low bid contract to Michigan Paving and Materials of Grand Rapids, MI, in the amount of \$467,827.65 and authorize the City Staff to add additional road segments in the not to exceed budgeted amount of \$493,910.

**23-46** Approve a resolution to authorize DHE Plumbing and Mechanical of Grandville, MI, to provide materials and services required to remove, reconstruct and replace the NOWS water filtration plants failing finished water meter #1 and failed 30" distribution valve at a cost of \$89,400 and authorize the Mayor and Clerk to execute the necessary documents.

**23-47** Approve a resolution to receive and confirm a Power Purchase Commitment authorization by the Board of Light and Power, for battery energy storage systems under its Energy Services Project Agreement with MPPA.

**23-48** Approve a special event request to hold the Earl O'Brien Memorial Fishing Derby on Thursday, May 25, 2023, from 5:00 a.m. until 1:00 p.m., using 20 parking spaces in the Chinook

**Regular City Council Meeting Minutes**

**Monday, February 20, 2023**

**Page 3**

Pier parking lot and apply a \$200 discount to the parking lot rental fee as outlined in the City of Grand Haven's special event policy.

**23-49** Approve a special event request to hold Praise by the Pier at the Lynne Sherwood Waterfront Stadium on Sundays from 7:00 p.m. to 8:30 p.m., beginning June 18, 2023, through August 27, 2023, reserve five (5) parking spaces in the marina parking lot and apply a \$500 discount to the rental fees as outlined in the City of Grand Haven's special event policy.

**23-50** Approve a special event request to hold the Sounds of Summer concert series in Bolt Park each Tuesday from 7:00 p.m. to 8:30 p.m. from June 20, 2023 through August 8, 2023, (except Coast Guard Festival week and 4<sup>th</sup> of July), and apply a \$500 discount to the park rental fee as outlined in the City of Grand Haven's special event policy.

**23-51** Authorize the draft Master Plan to be distributed for a 63-day public comment as required per the Michigan Planning Enabling Act.

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

Roll Call Vote:

**This motion carried unanimously.**

**NEW BUSINESS**

**23-52** Council Member **Fritz** moved, seconded by Mayor Pro-tem **Cummins** to approve the Professional Services Agreement with Abonmarche for the preparation of a Drinking Water Asset Management Plan and assistance with undertaking the City's Distribution System Material Investigation in the not to exceed amount of \$308,915 and authorize the Mayor and City Clerk to execute the necessary documents.

Roll Call Vote:

**This motion carried unanimously.**

**23-53** Mayor Pro-tem **Cummins** moved, seconded by Council Member **Fritz** to approve an introductory resolution to amend Sections 2-139 through 2-142 of the Grand Haven Code of Ordinances to amend the City's purchasing procedure.

**Attachment C**

Roll Call Vote:

**This motion carried unanimously.**

**23-54** Council Member **Fritz** moved, seconded by Council Member **Lowe** to approve a resolution of intent to vacate a portion of the Sherman Avenue right-of-way, a portion of the Harbor Drive right-of-way, and the undeveloped right-of-way known as Sand Piper Drive, as

**Regular City Council Meeting Minutes**

**Monday, February 20, 2023**

**Page 4**

described in the Initial Survey in the Buy-Sell Agreement with CL Real Estate, LLC dated June 6, 2022.

Roll Call vote:

**This motion carried unanimously.**

**23-55** Council Member **Fritz** moved, seconded by Council Member **Lowe** approve a resolution to post, pursuant to City Ordinance Section 25-5, Central Park and other City of Grand Haven property as necessary, “No camping, bed rolls, tents, or temporary structures”.

Roll Call Vote:

**This motion carried unanimously.**

**REPORT BY CITY COUNCIL**

Council Member Cummins thanked Mayor McNally for honoring the MSU students. Council Member also thanked Chief Hawke and Public Safety for their work investigating the graffiti incident.

Council Member Fritz thanked Mayor McNally for honoring the MSU students. Council Member also thanked Chief Hawke and Public Safety for their work investigating the graffiti incident.

Council Member Lowe thanked the Mayor for honoring the MSU students. Council Member Lowe encouraged everyone who did not attend the Chamber of Commerce Economic Forecast to watch it online. Council Member Lowe also encouraged people to attend “Halfway to Walk the Beat”.

Mayor McNally shared her experience hosting the YMCA Youth in Government kids at City Hall. Mayor McNally reported on a meeting with Mike Westbrook of the BLP and City Manager Ashley Latsch in regards to mediation between the City Council and BLP. Mayor McNally encouraged residents to apply to be on the City’s Boards and Commissions.

**CITY MANAGER REPORT**

City Manager Latsch shared the Diesel Plant developers approved the contingencies passed by City Council for their 60-day extension. The developers will go before the Planning Commission on February 14, 2023.

**CALL TO AUDIENCE SECOND OPPORTUNITY**

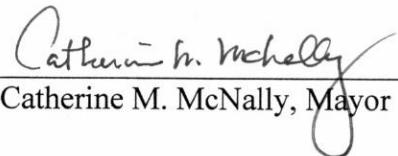
**Regular City Council Meeting Minutes**

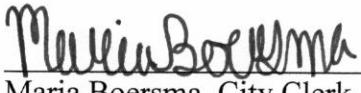
**Monday, February 20, 2023**

**Page 5**

**ADJOURNMENT**

After hearing no further business, Mayor McNally adjourned the meeting at 8:28 p.m.

  
\_\_\_\_\_  
Catherine M. McNally, Mayor

  
\_\_\_\_\_  
Maria Boersma, City Clerk

Regular City Council Meeting Minutes

Monday, February 20, 2023

Page 6

Attachment A

To: Ashley Latsch, City Manager  
 From: Emily Greene, Finance Director  
 CM Date: 02.20.23  
 RE: Bills From Payables Warrant

FUND NUMBER	FUND NAME	WARRANT 02.08.23	WARRANT 02.15.23	ACH WARRANT 02.15.23	CREDIT CARD WARRANT 02.15.23	TOTALS
101	General Fund	\$64,548.30	\$30,387.06	\$12,643.14	\$6,931.66	\$114,510.16
202	Major Street Fund	\$49,067.88	\$22,239.63	\$2,598.73	\$276.58	\$74,182.82
203	Local Street Fund	\$136.52	\$8,599.87	\$2,408.97	\$0.00	\$11,145.36
225	Land Acquisition Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
236	Main St Dist Dev	\$31,142.30	\$20.10	\$0.00	\$1,230.81	\$32,393.21
251	Econ. Dev. Corp. Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
252	Brownfield Redevelopment Fund	\$0.00	\$0.00	\$69,808.95	\$0.00	\$69,808.95
252	BRA Peerless Flats EGLE Loan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
253	Brfd LSRRF TIF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
254	Downtown TIF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
255	GLTIF Spec Rev Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
256	UTGO Inf Spec Rev Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
257	LTGO Bond Rev Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
258	2015 UTGO Bond Rev	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
275	Housing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
276	LightHouse Maintenance Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
278	Community Land Trust	\$0.00	\$0.00	\$0.00	\$276.00	\$276.00
310	Assessment Bond Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
351	Operating Debt Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
352	Brownfield TIF Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
353	Downtown TIF Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
355	GLTIF Debt Serv Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
356	UTGO Inf Debt Fund	\$0.00	\$690,046.00	\$0.00	\$0.00	\$690,046.00
357	LTGO Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
358	2015 UTGO Bond Debt Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
360	2020 LTGO Bond - Warber Drain	\$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
401	Public Improvements Fund	\$0.00	\$0.00	\$19.99	\$0.00	\$19.99
402	Fire Truck Replacement Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
403	Brownfield TIF Const	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
404	Downtown TIF Const.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
455	G/L TIF Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
456	UTGO Inf Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
457	LTGO Bond Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
458	2015 UTGO Bond Inf Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
469	Building Auth. Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
508	North Ottawa Rec Authority	\$0.00	\$0.00	\$0.00	\$661.85	\$661.85
581	Airpark Fund	\$490.16	\$5,387.71	\$0.00	\$0.00	\$5,877.87
582	Chinook Pier Rental Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
590	City Sewer Fund	\$1,264.39	\$4,822.87	\$1,446.48	\$58.49	\$7,592.23
591	City Water Fund	\$37,538.78	\$768.24	\$7,370.33	\$58.48	\$45,735.83
594	City Marina Fund	\$1,684.45	\$642.88	\$0.00	\$374.55	\$2,701.88
597	City Boat Launch Fund	\$112.01	\$0.00	\$0.00	\$0.00	\$112.01
661	Motorpool Fund	\$4,899.84	\$5,507.67	\$16,378.91	-\$1,022.58	\$25,763.84
677	Self Insurance Fund	\$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
679	Health Benefit Fund	\$1,428.80	\$0.00	\$0.00	\$0.00	\$1,428.80
701	Trust & Agency Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
703	Tax Collection Fund	\$99,783.40	\$0.00	\$6,944.99	\$0.00	\$106,728.39
711	Cemetery Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
750	Payroll Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
800	Sewer Authority Operations	\$51,167.89	\$62,784.47	\$5,114.44	\$1,058.77	\$120,125.57
800	Sewer Authority SL Force Mn	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
800	Sewer Authority Plant Mod	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
800	GH/SL SA-2013 Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
800	GH/SL SA-SLPS/Force Main Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
800	GH/SL SA-Local Lift Station Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
800	GH/SL SA-2018 Plant Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
810	NOWS Operating	\$30,856.18	\$409.52	\$23.98	\$0.00	\$31,289.68
810	NOWS Plant Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
810	NOWS Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$374,120.90	\$831,616.02	\$124,758.91	\$9,904.61	\$1,340,400.44

Tonight, City Council will be approving, subject to audit, bills for this period, totaling as follows:

\$1,340,400.44 Total Approved Bills

\$106,157.19 Minus eligible bills for release without prior approval: including Utility, Retirement, Insurance, Health Benefit, and Tax Collection Funds  
 \$1,232,243.25

**Attachment B**



**OLD-GROWTH FOREST NETWORK**

**MEMORANDUM OF AGREEMENT**

**To include a forest in the Old-Growth Forest Network**

*Recognizing* that less than 1% of the eastern US forests, and less than 5% of the western US forests, have remained undisturbed long enough to develop old-growth characteristics.

*Recognizing* that many species of plants, animals, and fungi are most successful in older forests.

*Recognizing* that the older forests are best at purifying the air and the water, and creating fertile soil.

*Recognizing* that most humans consider older forests to be the most beautiful forests, and will travel to see them.

*Recognizing* that ecotourism is economically beneficial for nearby communities.

*Recognizing* that all people, but especially the younger generations, need contact with natural areas.

**Therefore**

The *Old-Growth Forest Network* shall be established. Every county where forests can grow will be invited to recognize a forest to be part of the network. These forests shall serve as examples of baseline conditions. They shall remain unlogged for all time, allowing old-growth characteristics to develop naturally. These forests will be open to visitation by all ages. Exceptions to the 'no logging' requirement are allowed for situations of visitor safety, trail maintenance, non-native tree species, and non-native insect infestations. Additionally, exceptions can include not for profit low-impact restoration activities that promote restoration of native, old-growth forests, outlined by a forest management plan.

**For Ottawa County in the State of Michigan, the forest to be recognized as part of the network shall be Duncan Park which is owned by the citizens of Grand Haven.**

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Printed name of landowner representative)

\_\_\_\_\_

(Title of landowner representative)

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Printed name of OGFN representative)

\_\_\_\_\_

(Title of OGFN representative)

Mailing Address for Landowner: \_\_\_\_\_

\_\_\_\_\_

**Regular City Council Meeting Minutes**

**Monday, February 20, 2023**

**Page 8**

**Attachment C**

**CITY OF GRAND HAVEN  
OTTAWA COUNTY, MICHIGAN  
ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO AMEND SECTIONS 2-139 THROUGH 2-142 OF THE GRAND HAVEN  
CODE OF ORDINANCES TO AMEND THE CITY'S PURCHASING PROCEDURE**

The City of Grand Haven Ordains:

Section 1. Amendment. Sections 2-139 through 2-142 of the Code of Ordinances of the City of Grand Haven are amended to read as follows:

**Sec. 2-139. Emergency direct purchase procedure (non-budgeted items).**

In case of actual emergency, where the delay of established purchasing procedure would vitally affect the public safety, health and welfare, direct purchases of materials, supplies or services, needed to relieve the emergency's effects may be made upon direction of the city manager with the concurrence of the finance director, public works director and public safety director as to the existence of the emergency and the sufficiency of funds for such purchase, provided that no such purchase shall be made in excess of fifty thousand dollars (\$50,000.00). All emergency purchases shall be reviewed in detail with the city council at their next meeting seeking council approval. Purchases in excess of fifty thousand dollars (\$50,000.00) shall require a meeting of the city council for appropriation.

**Sec. 2-140. Approval of requisitions by finance director.**

All requisitions for purchases shall be approved by the finance director as to the sufficiency of funds for such purchase, before payment for such purchase may be made.

**Sec. 2-141. Written quotations and bidding requirements, procedure.**

- (a) No purchase in an amount exceeding thirty thousand dollars (\$30,000.00) shall be made, except on the approval of the city council. Purchases below thirty thousand dollars (\$30,000.00) may be made without prior council approval but must be approved under the purchasing policy before purchase, except as provided in section 2-139 (emergency purchases).

No purchase shall be made in an amount exceeding ten thousand dollars (\$10,000.00) unless an opportunity for submission competitive quotations to the city manager has been made, except where only a single source for the purchase exists.

If the total purchase is greater than thirty thousand dollars (\$30,000.00), in accepting other than the lowest quote, the city council may give preference to local vendors over non-local vendors if the quote falls within a variance established by council, in accordance with provisions of a purchasing policy, which may be adopted from time to time by resolution of council.

**Regular City Council Meeting Minutes**

**Monday, February 20, 2023**

**Page 9**

If the total purchase is thirty thousand dollars (\$30,000.00) or less, in accepting other than the lowest quote, the city manager may give preference to local vendors over non-local vendors if the quote falls within a variance established by council, in accordance with provisions of a purchasing policy, which may be adopted from time to time by resolution of council.

When the amount involved exceeds thirty thousand dollars (\$30,000.00), sealed bids shall be requested and received, except where only a single source for the purchase is reasonably available, as determined in the discretion of the city manager. All sealed bids shall be opened in public in the council room by the city clerk or designee and a representative of the department affected. All sealed bids shall be tabulated by the city clerk's office and referred to the council at a regular meeting or at a special meeting called for the purpose of considering such bids. The council reserves the right to accept or reject any and all bids if deemed advisable. In each case, the award for purchases on bids shall be to the lowest and best bidder competent to furnish the materials, supplies or services on which the bid is based. If the council shall accept any bid other than the lowest bid according to specifications, the reason for such action shall be set forth in the resolution accepting such bids.

- (b) If no sealed bids shall be received or all bids be rejected, the council may, after stating the reason therefor, as a part of its resolution therefor, order that further bids be solicited or that the city manager purchase the materials, supplies or services concerned in the open market, or, if practicable, secure the performance of the services concerned by an appropriate officer or department of the city.
- (c) The council may order work done and improvements made by the city itself, where the city maintains a labor and working staff therefor, without the necessity of securing bids for such work or improvements.

**Sec. 2-142. Petty cash purchases.**

With the approval of the council and the finance director, the city manager may allow for purchases from petty cash by officers and departments of the city. Purchases from petty cash shall not, individually or collectively, exceed the sum of one hundred dollars (\$100.00) and shall be accounted for to the finance director before the petty cash account of the officer or department making such purchases may be replenished.

Section 2. **Effective Date.** This ordinance shall become effective 20 days after its adoption or upon its publication, whichever occurs later.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**Regular City Council Meeting Minutes**

**Monday, February 20, 2023**

**Page 10**

**CERTIFICATION**

I certify this true and complete copy of Ordinance No. \_\_\_\_\_, adopted at a Regular Meeting of the Grand Haven City Council held on \_\_\_\_\_, 2023.

---

Maria Boersma, City Clerk

Introduced: \_\_\_\_\_, 2023

Adopted: \_\_\_\_\_, 2023

Published: \_\_\_\_\_, 2023

Effective: \_\_\_\_\_, 2023