

**CITY OF GRAND HAVEN
GRAND HAVEN, MICHIGAN
REGULAR CITY COUNCIL MEETING
MONDAY, MARCH 6, 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, Kevin McLaughlin, Mayor Pro-tem Cummins and Mayor Catherine McNally.

Absent: None.

Others Present: City Manager Ashley Latsch, City Clerk Maria Boersma, Finance Director Emily Greene, Community Affairs Manager Char Seise, and Captain Lee Adams

INVOCATION/PLEDGE OF ALLEGIANCE

Reverend Doctor Jared C. Cramer, SCP, St. John's Episcopal Church of Grand Haven gave the invocation.

APPOINTMENTS TO BOARDS & COMMISSIONS

APPROVAL OF CONSENT AND REGULAR AGENDAS

Council Member **McLaughlin** moved, seconded by Council Member **Fritz** to approve the agendas as presented.

23-56 Mayor Pro-tem **Cummins** moved, seconded by Council Member **Fritz** to remove Consent Agenda Items B and E and to postpone them until the March 20th, 2023 meeting.

Roll Call Vote:

This motion carried unanimously.

23-57 Council Member **McLaughlin** moved, seconded by Council Member **Fritz** to add a presentation to the regular agenda honoring Detective Dana Beekman's years of service to the city.

Roll Call Vote:

This motion carried unanimously.

23-58 Council Member **McLaughlin** moved, seconded by Council Member **Fritz** to approve the agendas as amended.

Roll Call Vote:

This motion carried unanimously.

FIRST CALL TO AUDIENCE

Louann Werksma, Human Relations Commission Member: Commented on the requested ordinance amendment recommended by the Human Relations Commission.

Gerri Witherall, Board of Light and Power Member: Commented on relations between the City Council and the Board of Light and Power.

Jim Hagen, 400 Lake: Commented on City Council and Board of Light and Power relations, commented on the city's standard terms and conditions, and commented on the capital plan first draft.

Mike Westbrook, Board of Light and Power Chair: Chair Westbrook gave an update on trainings the Board of Light and Power is receiving. Chair Westbrook also commented on mediation between the City Council and Board of Light and Power.

Char Seise, Community Affairs Manager: Thanked Central Park Players for their partnership and encouraged everyone to attend their next show "Dogs".

Justin Roebuck, Ottawa County Clerk/Register of Deeds: Clerk Roebuck reported on the Clerk/Register of Deeds 2022 annual report, and commented on the partnership between the City of Grand Haven and Ottawa County.

PRESENTATIONS

Detective Dana Beekamn – Recognition of Years of Service to the City of Grand Haven.

CONTINUATION OF WORK SESSION

City Council would like to start with a normal joint meeting between the Council and the Board of Light and Power before doing mediation.

PRESENTATIONS

Finance Director Emily Greene presented on the first draft of the FY 2023-24 Capital Pan.

CONSENT AGENDA

23-59 Approve the bills memo in the amount of \$1,089,175.81.

Attachment A

23-60 Approve the terms of the Airport Rescue Grant Agreement, Sub-Grant #3GM-13222, in the amount of \$32,000, to offset operational expenses incurred set forward from November 16, 2020, and authorize the Mayor and Clerk to execute the necessary documents.

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23-61 Approve a one-year license agreement with Samuel Emmons from April 1, 2023, to October 31, 2023, to operate a charter fishing business from Grand Haven Municipal Marina and authorize the Mayor and Clerk to execute the necessary documents.

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

Roll Call Vote:

This motion carried unanimously.

NEW BUSINESS

Council Member **McLaughlin** moved, seconded by Council Member **Fritz** to approve an introductory resolution to amend Chapter 20 Section 20-2 of the City of Grand Haven Code of Ordinances by amending residency requirements for the Human Relations Commission Members.

23-62 Council Member **McLaughlin** moved, seconded by Council Member **Fritz** to postpone a decision on the ordinance amendment until the March 20, 2023 meeting for edits to be made.

Roll Call Vote:

This motion carried unanimously.

23-63 Council Member **McLaughlin** moved, seconded by Mayor Pro-tem **Cummins** to approve a resolution to approve the conversion of Franklin Avenue to two-way traffic between Harbor Drive and 5th Street.

Roll Call Vote:

Ayes: McLaughlin, Cummins, Lowe

Nays: Fritz, McNally

This motion carried.

UNFINISHED BUSINESS

23-64 Council Member **Fritz** moved, seconded by Council Member **McLaughlin** to approve a final resolution to amend Sections 2-139 through 2-142 of the Grand Haven Code of Ordinances to amend the City's purchasing procedure. **Attachment B**

Roll Call Vote:

This motion carried unanimously.

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REPORT BY CITY COUNCIL

Council Member Fritz shared the material for the boardwalk repair next to the Army Corp of Engineers will be concrete and not marble. Council Member Fritz also shared Grand River Polishing will be restoring the plaques for free.

Council Member Lowe reported on the first session of the Tuesday Forum Series sponsored by the Grand Haven Chamber and the Grand Haven Community Foundation.

Mayor McNally thanked the Department of Public Safety for their work on the graffiti cases and encouraged parents to discuss the damaging effects of hate speech with their children. Mayor McNally announced the seats open for City elections this year, and shared the fundraiser being run by Wastewater Superintendent Ryan Vredeveld for the East End Basketball Court.

CITY MANAGER REPORT

City Manager Latsch shared the digital city calendar is now available on the website.

CALL TO AUDIENCE SECOND OPPORTUNITY

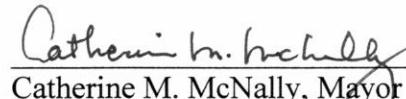
Mark, 810 S Hopkins: Commented on turning Franklin into a two-way.

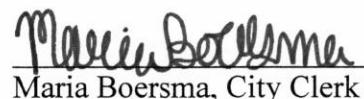
Bob Monetza, 945 Washington: Commented on turning Franklin into a two-way.

Jim Hagen, 400 Lake: Commented on turning Franklin into a two-way.

ADJOURNMENT

After hearing no further business, Mayor McNally adjourned the meeting at 9:21 p.m.


Catherine M. McNally, Mayor


Maria Boersma, City Clerk

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Attachment A

To: Ashley Latsch, City Manager
 From: Emily Greene, Finance Director
 CM Date: 03.06.23
 RE: Bills From Payables Warrant

EB

FUND NUMBER	FUND NAME	WARRANT 02.22.23	WARRANT 03.01.23	ACH WARRANT 02.22.23	ACH WARRANT 03.01.23	TOTALS
101	General Fund	\$9,343.69	\$29,263.17	\$0.00	\$4,160.31	\$42,767.17
202	Major Street Fund	\$333.02	\$11,541.19	\$0.00	\$25.33	\$11,899.54
203	Local Street Fund	\$333.03	\$2,511.19	\$0.00	\$25.31	\$2,869.53
225	Land Acquisition Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
236	Main St Dist Dev	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
251	Econ. Dev. Corp. Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
252	Brownfield Redevelopment Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
252	BRA Peerless Flats EGLE Loan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
253	Brid LSRF 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	\$0.00	\$0.00
310	Assessment Bond Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
351	Operating Debt Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
352	Brownfield TIF Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
353	Downtown TIF Debt	\$0.00	\$0.00	\$0.00	\$16,832.85	\$16,832.85
355	GLTIF Debt Serv Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
356	UTGO Inf Debt Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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	\$58,141.96	\$58,141.96
369	Building Auth Debt Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
401	Public Improvements Fund	\$361.20	\$454,444.98	\$0.00	\$0.00	\$454,796.18
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	\$0.00	\$0.00
581	Airpark Fund	\$245.84	\$269.19	\$0.00	\$0.00	\$515.03
582	Chinook Pier Rental Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
590	City Sewer Fund	\$104,560.68	\$89.13	\$2,479.54	\$0.00	\$107,129.35
591	City Water Fund	\$2,145.11	\$12,511.25	\$2,479.51	\$0.00	\$17,135.87
594	City Marina Fund	\$577.00	\$4.99	\$0.00	\$0.00	\$581.99
597	City Boat Launch Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
661	Motorpool Fund	\$1,325.01	\$559.80	\$0.00	\$615.52	\$2,500.33
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	\$0.00	\$0.00	\$0.00	\$135.00	\$135.00
701	Trust & Agency Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
703	Tax Collection Fund	\$324,421.31	\$0.00	\$24,255.21	\$0.00	\$348,676.52
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	\$7,355.71	\$4,945.80	\$0.00	\$166.55	\$12,468.06
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	\$363.57	\$182.68	\$0.00	\$12,180.18	\$12,726.43
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
		\$451,355.17	\$516,323.37	\$29,214.26	\$92,283.01	\$1,089,175.81

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

\$1,089,175.81 Total Approved Bills

\$348,811.52 Minus eligible bills for release without prior approval: including Utility,

\$740,364.29 Retirement, Insurance, Health Benefit, and Tax Collection Funds

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Attachment B

**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.

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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: _____

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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