



City of Grand Haven Department of Public Works Policies and Procedures



January 4, 2024

Table of Contents

<u>Department Wide Policies and Procedures</u>	Page
Non-Union Work Schedule Policy	4
Post Accident Drug and Alcohol Policy	5
Purchase Policy	7
Tool and Small Equipment Policy	9
Paid Time Off (PTO) Policy	12
On Call Policy	14
Uniform Policy	15
Disposing Surplus City Property	16
R.V. Terrill Building Access	17
<u>Streets Division</u>	
Sidewalk Replacement Policy	18
Catch Basin Cleaning Policy	19
Snow Plow Call out Policy	20
Mailbox Policy	22
<u>Utilities Division</u>	
Sewer Lateral Repair Policy	23
Fire Hydrant Procedure	24
Utility Abandonment within City Right of Way or on City Property Policy	24
Temporary Water Connection Policy	25
After hours delinquent turn ons	26
Meter Bypass Policy	27
Thawing Procedure	27
<u>Grounds Division</u>	
City Tree Policy	28
<u>Facilities Division</u>	
Holiday Decoration Policy	30
<u>Custodial Division</u>	
Custodial Uniform Policy	32
<u>MotorPool Division</u>	
Motor Pool Vehicle Replacement Policy	34

Special Event Division

Park Use Policy	37
Banner Policy	38

<u>Waterfront</u>	44
--------------------------	----

<u>Marina Division</u>	45
-------------------------------	----

<u>Snow Melt</u>	46
-------------------------	----

North Ottawa Water Plant

Work Week and Work Day	47
Modified Water Plant Operator Work Schedule	47
Overtime Pay	48
Compensatory Time Off	48
Holiday Pay	49
Call Out Pay	49
State Exam Day Pay	49
License Payments	50
Boot Allowance	51
Solo Coverage for Plant Operations	51

<u>Updates</u>	52
-----------------------	----

Appendix A

Water Department Rules and Regulations	53
--	----

Appendix B

Cemetery Rules and Regulations	60
--------------------------------	----

Appendix C

Special Event Policy	66
----------------------	----

Department of Public Works Policy and Procedures

Non-Union Work Schedule Policy

Enacted: 1-23-23 Revised: 9-18-23

To better serve the public, and offer better work-life balances that are non-monetary, the Department of Public Works is offering its non-union staff the option of continuing a traditional work schedule or an option of two alternative work schedules if desired. Each employee must meet and discuss potential work schedule changes with the Director. All approved alternative schedules must continue to offer the same or better level of service to our residents and the public.

Keeping a consistent schedule helps serve the public and is less disruptive to the department, therefore schedule changes can be adjusted from time to time, and annually would be preferred.

Public Works Office Hours: Monday – Friday 8 am – 5 pm

Option A

5 – 8 hour days:

Working hours: 8 am till 5 pm (1-hour lunch)

Option B

4 – 10 hour days:

Working hours: 7am till 6 pm (1-hour lunch)

A) Any day could potentially be selected by a staff member

B) Day off selection would be by seniority, rotation and/or department needs

Option C

4.5 Day Work Week:

Working hours: 7:30 am till 5:30 pm (1-hour lunch) Monday – Thursday and 8 am-noon Friday

Option D

Alternating Fridays:

Working 7:00 am till 5:00 pm every Monday through Thursday, Alternating Fridays from 8:00 am till 5:00 pm with the opposing Friday off

Conditions:

- 1) Alternative work schedules are offered depending on the needs of the department
- 2) Offered on a trial basis beginning January 23, 2023
- 3) Only available to non-union staffing at this time (union contractual language prevents extension to union employees)
- 4) A combination of options may be able to be available pending office-hour coverage

Post-Accident Drug and Alcohol Policy

Enacted :Unknown Revised: 1-2-23

Purpose

The City of Grand Haven complies with post-accident drug- and alcohol testing requirements as required by the Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations. The City must comply with DOT and FMCSA regulations and retains the right to exceed those minimum standards as stated in the Personnel Policies.

Scope

This policy applies to employees whose job requires them to obtain and retain a commercial driver's license (CDL).

Circumstances Requiring Testing

Employees in safety-sensitive positions are required to submit to testing to determine the presence of drugs and alcohol under certain circumstances. Testing will be administered when the employee is performing safety-sensitive functions and is involved in a work-related accident that results in either of the following:

- Death.
- A citation to the employee under state or local law for a moving traffic violation arising from a work-related motor vehicle accident and when any vehicle requires towing from the accident scene or any involved person requires treatment away from the accident scene.

Type of Accident Involved

**Citation Issued
to the CMV
Driver**

**Test per FMCSA/DOT
regulations**

**COGH
Requires Tests**

Human fatality	Yes	Yes	Yes
Human fatality	No	Yes	Yes
Bodily injury with immediate medical treatment away from the scene	Yes	Yes	Yes
Bodily injury with immediate medical treatment away from the scene	No	No	Yes
Disabling damage to any motor vehicle requiring tow away	Yes	Yes	Yes
Disabling damage to any motor vehicle requiring tow away	No	No	Yes
Substantial damage to any motor vehicle	N/A	N/A	Yes
Near miss or reasonable suspicion	N/A	N/A	Yes

A driver is performing a safety-sensitive function at the following times:

- At all times during shifts and breaks unless the driver has been relieved from duty by the employer.
- All time spent inspecting equipment or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time.
- All time spent at the driving controls of a commercial motor vehicle in operation or any city-owned vehicle.
- All time spent loading or unloading a vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or giving or receiving receipts for shipments loaded or unloaded.
- All time spent repairing, obtaining assistance for, or remaining in attendance on a disabled vehicle.

Procedure

1. Employees must immediately report any accidents, damage, or fatalities to the appropriate Public Works Manager or Director.
2. Involved employees may not leave the scene unless required by police personnel, as approved by the Manager or Director, or if it is unsafe to remain at the scene due to traffic flow or other special circumstances.
3. The Manager or Director will state if post-accident drug and alcohol testing is required based on the report of circumstances and in compliance with this or any other policies.
4. If a post-accident drug and alcohol test is required, the employee must immediately report to Workplace Health in Grand Haven (7:30 am-5 pm Monday-Friday) or Spectrum Health Hospital (5 pm-7:30 am weekdays and anytime on weekends).
5. The Manager or Director must call the facility to authorize the testing. The City of Grand Haven shall pay for any testing.
6. The employee may resume work duties upon approval of the Manager or Director.

Enforcement

An employee who refuses to consent and submit to a test when required by policy or as requested will be subject to disciplinary action, including termination, pursuant to Personnel Policies and the applicable collective bargaining agreement. Refusal to submit includes failure to provide adequate breath for testing without a valid medical explanation after receiving notice of the requirement for breath testing, failure to provide adequate urine for controlled substances testing without a valid medical explanation after receiving notice of the requirement for urine testing, engaging in conduct that clearly obstructs the testing process, and leaving the scene of an on-the-job accident.

Confidentiality

All information from an employee's drug and alcohol tests will be confidential to the extent required by law.

Purchasing Policy

Enacted: 8-26-19 Revised: 9-25-23, 1-2-24

In order to effectively perform the required duties and responsibilities of each Division within the Department, to adhere to the City's purchasing policy, and to continue good relationships with our suppliers and service providers, the following policy has been established to make sure we pay invoices appropriately and timely.

The following purchasing policy shall be used to purchase supplies, materials or services within the Department of Public Works.

When an employee makes a purchase on behalf of the Department, that employee must:

- a. Turn in the **itemized** receipt or packing slip the same day as the purchase to the crew leader with:
 - i. *A brief explanation of the reason for purchase.
 - ii. *The initials of the employee who made the purchase and took possession of the materials, supplies or verified the service being performed.
 - iii. *The crew leader then approves and codes the receipt with the account number for which the purchase should be paid from, initials, then turns in the receipt to their supervising manager the same day.
 - iv. Purchasing limits per transaction, without pre-approval from an employee's supervisor, are as follows:
 1. Crew members, crew leaders max per purchase: \$750
 2. Supervising managers max per purchase: \$3,000
 3. Director max purchase: \$5,000 and above
- b. The supervising manager must review, initial, and forward the receipt or packing slip to the Accounts Payable Administrative Assistant. The supervising manager may turn in receipts daily or batch and turn in by the Friday afternoon of the week the purchase was made.
- c. Credit card purchase receipts must be submitted to the Accounts Payable Administrative Assistant the same day of the purchase and adhering to the *above steps outlined for purchases. The credit card itself must be returned to the Accounts Payable Administrative Assistant, or the manager immediately following purchase.
 - i. If purchasing online with the card number, a print out of the receipt or a screenshot of the purchase and handled same as all other receipts.
 - ii. Credit card purchasing limits per transaction are as follows:
 1. Crew members, crew leaders max per purchase: \$750
 2. Supervising managers max per purchase: \$1,500
 3. If purchase may exceed the above, pre-authorization from the Accounts Payable Administrative Assistant and Public Works Director, is required.
- d. The City is tax exempt and any purchases that are made with tax added will be returned to the purchaser for them to have the tax removed. In this case, all receipts must be submitted including the original purchase receipt, the return/credit receipt and, if applicable, the re-purchase receipt. If anyone is unable to make a tax free purchase, **prior** approval from the Director is required.
- e. If an employee is unsure if a Vendor should be paid via credit card or via the City being invoiced, please check with the Finance department. If a Vendor is used more than two times within a year, this Vendor should be setup with the City to be invoiced instead of paid via credit card.
- f. Purchase orders must adhere to the City's Purchasing Policy. Any purchase that is equal to or over \$3,000.00 requires a purchase order. A purchase order is required to be approved prior to an order being placed if the known total is equal to or is above

\$3,000.00.

- i. Please refer to the City's Purchasing Limits for information on required quotes, bids, etc.
- ii. The employee wishing to submit a purchase order request must fill out the purchase order requisition form found in the following folder path: DPW/Forms/Blank PO Sheet. This shall be submitted to the Accounts Payable Administrative Assistant for continued processing.

This Department Purchasing policy does not supersede the City's overall purchasing policy and isn't intended to contradict it in any way.

Failure to adhere to this purchasing policy could end up with revocation of purchasing authority for the Department and/or City and may include formal discipline.

Tool and Small Equipment Policy

Enacted 8-26-19 Revised 9-13-23

In order to effectively perform the required duties and responsibilities of the department and each division, the residents, business owners and general public support our operations financially through taxes, fees and charges for service. These revenues are entrusted to the City and more specifically to our department and operations.

Small equipment is defined as those pieces of equipment that are not identified in the Motor Pool Fund and are purchased out of the respective division's budget line items.

The following policy has been established to verify the department and its personal use appropriated funds for tools and equipment in a manner that is consistent with the expectations of those we serve.

Purchasing New Tools or Equipment

All new tools and small equipment purchases must be approved by the Manager and Director prior to purchasing. The attached form must be completely filled out and turned into the Manager for approval. If the Manager is in agreement of the purchase and if the purchase is within budget of the specific department that is purchasing the new tool, then the request is forwarded onto the Director for approval. Purchasing of small equipment, especially gas powered or lawn equipment, shall be placed on a replacement schedule for budgetary reasons. Equipment shall be purchased as planned and/or approved rather than strictly in accordance with the new small equipment schedule. The purchase schedule shall only be used as a guideline for planning and budgeting.

Replacing an Existing Tool or Piece of Equipment

All replacement tools and small equipment must be approved by the Manager. The broken/failed/worn out tool must be turned in prior to replacement to the Manager. The replacement purchase must be within the division budget of where the tool is purchased under. Replacement of equipment, especially of small gas powered or lawn equipment, shall be placed on a replacement schedule for budgetary reasons. Equipment shall be replaced as needed and approved rather than strictly in accordance with the replacement schedule. The replacement schedule shall only be used as a guideline for planning and budgeting.

Motor Pool Equipment

The equipment that is listed in the Motor Pool Asset list is excluded from this policy. Purchases, replacements and disposal protocols are directed by the Motor Pool Division Replacement Policy.

Inventory of Tools and Equipment

An inventory of all tools and equipment shall be completed at the end of the fiscal year. A list of all City owned tool and equipment assets shall be delivered to the Director's office no later than 15 days after the fiscal year ends. The inventory shall include but not be limited to: all small equipment, hand tools, power tools and specialty tools in all divisions of the Department.

Tools and Small Equipment Identification

All tools and Equipment that the City owns shall be recorded on a master Tools and Small Equipment list. This is to be filed in the Director's office and updated whenever a new tool or piece of equipment is purchased or disposed of.

Disposal of Tools and Small Equipment

Tools and small equipment shall be disposed of by way of the City trash service. If the tool or small equipment is desired by another person, a fair value shall be given to the tool or equipment and a receipt for such purchase shall be given to the responsible party. This will track all disposal of equipment. The disposal date and type shall be recorded on the Tools and Small Equipment Master List.

Motor Pool Personal Tools

The mechanics of the motor pool supply necessary hand and specialty tools needed to perform their duties. The City will reimburse the mechanics for broken or worn out personal tools.

Reimbursements for broken or worn out personal tools must use the same process and form outlined for city owned tools. The replacement tool is then owned by the requesting mechanic. All personal mechanic tools must be stored in a locked tool box(s) while on City property. The tools boxes are to be used to store personal tools only and are subject to required bi-annual inventories and inspection upon the request of management.

Power tools and specialty tools that are necessary to complete job functions that are not currently owned by the mechanics can be requested to be purchased and subsequently owned by the City. All new city owned tool purchases for the motor pool will be locked up and used only for city equipment

unless requested and approved to be used for ancillary purposes.

Borrowing of City Owned Tools or Small Equipment

The City has previously allowed employees to borrow small hand tools and small pieces of equipment utilizing the following protocol.

- 1) Only hand tools and small equipment may be borrowed. No equipment that has any City emblems or any equipment from the motor pool is allowed to be borrowed.
- 2) Verify with the responsible Crew Leader or Supervisor of the tool or equipment that the tool/equipment is not needed and available to borrow (some specific equipment may not be available for borrowing). The employee then can request that tool/equipment for the after hour requested duration.
- 3) If a crew leader is making the request, they must do so to the respective manager and the Manager must make the request to the Director.
- 4) The tool/equipment must be returned the very next work day at the beginning of the day.
- 5) Return the tool/equipment at any time if the tool/equipment is requested to be returned for an official use.
- 6) Crew leader responsible for the tool verifies that the tool is returned the next business day.

- 7) The employee borrowing the tool/equipment is responsible for returning the tool/equipment in the same condition that they borrowed it. If the tool/equipment is damaged, the employee is responsible for any repair or replacement costs.

Observance of the continuation of this practice shall only be done at the discretion of the Director.

Storage of Private Property on City Property

There shall be no storage of private property on city property unless approved by the Director. The storage of private property should not be requested unless undue circumstances exist.

Car Washing Privileges

As a long standing employee benefit, employees working for the DPW have enjoyed the opportunity to wash their personal cars utilizing the public works garage's facilities or the water plant's facilities (based on where the employee reported to work). This policy can continue with the understanding that the City is not responsible for damage of the employee's vehicle while on site and that the employee utilizes their own vehicle washing supplies. If the privilege is abused or management observes abuse, the privilege maybe eliminated for the individual or entire unit.

Liability

The liability of borrowing tools and /or using city property as outlined in this policy is the responsibility of the person borrowing the tool or using the City's property. Only employees of the city and Department of Public Works are able to utilize the privileges of this policy. Non- City employees are strictly prohibited from using city tools or property.

Use of the Public Works Garage After Normal Business Hours

Historically, the motor pool area has been available for DPW employees to use on their personal vehicles after normal business hours, including the small vehicle lifts. The use is strictly restricted to employees that are trained and confirmed by DPW management as being competent in using the tools/equipment and lifts. Unsafe or abuse of this privilege will result in exclusion from use of the motor pool area.

Return of Tools in Good Working Order

If an employee borrows a tool or uses a facility, it is the responsibility of the employee to return the tool or area to the working order in which they borrowed or began using the facility. If the employee breaks or damages a tool or causes damage to a facility, the employee is responsible for replacing tool or repairing the damage.

The borrowing of City tools and small equipment is a privilege and benefit to the employees and can be terminated at any time individually or in its entirety by the Director for just cause.

This Department Purchasing policy does not supersede the City's Personnel Policy and isn't intended to contradict it in any manner.

Failure to adhere to this Tool and Equipment Policy could end up with revocation of use of the department's tools and equipment, and discipline up to and including termination.

Paid Time off (PTO) and Compensatory Time (Comp Time) off Request Policy

Enacted: 4-01-21 Revised: N/A

PTO Requests

When an employee wishes to use PTO they must request and be approved by the Division Manager and Director of Public Works for the time off, in writing at least 24 hours before the time off is taken. All approved time off will be written clearly on the Department Time Off Calendar in the office immediately after it is approved.

If PTO is requested for sickness (including immediate family) or accident, advanced notice is not necessary, however, documentation for the sickness or accident may be required. An employee shall notify his/her immediate manager of the use of PTO for sickness or accident as soon as possible and

preferably prior to the beginning of the employee's scheduled shift. All PTO requests for illness or accident must document the person and generic reason for such request.

If an employee requests to use PTO for illness for themselves or for a family member, they may be required to submit written proof of the extent of the illness in writing if:

- 1) The leave exceeds two days,
- 2) Coincides with the day before the beginning of an approved PTO use for vacation
- 3) Is the first day after a scheduled PTO use for vacation
- 4) Is the day before an observed City paid holiday
- 5) Is the day after an observed City paid holiday

Staffing Levels Required

With consideration to the services that the Department of Public Works offers and is expected to deliver, the minimum staffing levels are utilized when approving PTO.

- 1) No more than 50% of the division's employees can be off at one time.
- 2) If a division has less than 5 employees, then one more employee over 50% may be authorized off if all pressing work has been addressed and the PTO leave doesn't extend more than 2 days.

Examples of the number of employees allowed to be on PTO at any given time are as follows:

- Streets Division Days – 9 employees = 4 persons off at any time.
- Streets Division Nights – 4 employees = 2 persons off at any time.
- Grounds Division – 6 employees = 3 persons off at any time.
- Facilities Division – 3 employees = 1 person off at any time, second person off no more than 2 consecutive days if all pressing work is addressed. Two persons may not be off more than 2 consecutive days.
- Custodial Division – 4 employees = 2 persons off at any time, all shifts must be covered.
- Motor Pool Division – 2 employees = 1 person off at any time.
- NOWS Division – 1 employee due to shift responsibilities, all shifts must be covered.

When considering time off requests, PTO shall be given preference over Compensatory Time.

Compensatory Time will be granted if the needs of the Division can be met.

Cancellations of Time Off Requests

All cancellations must be submitted in writing prior to the approved time off. Email notifications or a new time off request documenting the cancellation is acceptable. All cancellations documentation must be submitted and delivered to the Finance office **prior to 8am** on Monday of pay weeks. It is the **responsibility of the employee** to make sure the cancellation documentation is received at the Finance office with all appropriate signatures.

Time Off Request Changes

Any changes to approved time off for the 1) reason 2) date or 3) length of time must be done so in writing **prior to** the paid time being taken. Exceptions to this are for reasons of illness or accident in which the changes must be done immediately upon returning to work.

Other Approved Time off

Considering there are other time off categories allowed by City Policy, Union Contract or law ie: Military Time off, Bereavement Leave, Jury Duty Leave, Workman's Compensatory Leave etc., these leaves will be afforded as required and not affect previously approved PTO. Comp Time off will be revisited on a case by case basis allowing previously approved time off if possible.

On- Call Policy

Enacted Unknown Revised: 3-31-23

Annual Assignment

Annually on April 1 of each year, the Public Works Director will designate staff to complete the following:

- 1) Make a list of all eligible operators that are not on probation and are trained to adequately respond to the on call needs of the department.
- 2) Randomly draw names to create one rotation list
- 3) Apply rotation list full weeks beginning July 1st of each year utilizing the rotation list
- 4) Repeat list as many times as it takes to complete the On-Call list for the Fiscal Year, July 1 through June 30
- 5) Administrative staff will draw at 11:30 am in the break room for all staff to witness

The official list will be posted no later than April 15 of each year.

Vacancies

Any on call vacancies due to illness, retirements, resignations, terminations etc. will be posted for acceptance on a first come first serve basis for one week on the information boards next to the time clock.

Any weeks that go unclaimed will be assigned utilizing the original rotation list starting with the first person on the rotation that has the least amount of assigned on call weeks. Any volunteered weeks do not count as assigned weeks.

If a vacancy occurs with less than two weeks before the on call week starts, the on call week will be automatically assigned via the rotation list.

Uniform Policy

Enacted Unknown Revised 5-22-23

Purpose

The purpose of this policy shall be to maximize safe working conditions, reflect good appearance, and to provide ease of recognition and/or identification for Public Works' employees by the public.

Standard

Public Works' employees will, while wearing the uniform provided by the Department of Public Works, maintain the following standards:

1. Clothing will be clean and neat.
2. Caps will be optional.
3. No stickpins or ornaments will be worn with the uniform.
4. No alterations to City issued clothing.
5. Uniforms **MUST BE** worn **AT ALL TIMES**. No other clothing can be worn while on duty.
6. All employees must wear a **Class III** safety vest or jacket on the outside of the uniform, whenever working in any road right-of-way. The City supplies vest only.
7. Supplied cold weather uniform jackets **MUST** be worn. In extreme weather conditions, additional authorized personal cold weather wear will be acceptable and the responsibility of the employee, unless issued by the Department of Public Works.
8. Shirts must be tucked in and buttoned. Employees have the option to unbutton top two (2) buttons.
9. Casual Friday tee shirts can be worn with a \$1 donation. Casual tee shirts can be worn on the employees last work day of the week if other than Friday due to PTO days or holidays.
10. Purchasing authorized tee shirts and replacement hoodies will be at the employees cost.
11. Public Works' employees found to be insubordinate, with respect to this uniform policy, will be subject to disciplinary action or removal from employment in accordance with City policy.

Damaged Uniforms

Authorized uniforms damaged due to the failure of an employee to wear appropriately issued personal protective equipment (PPE), will result in that employee reimbursing the City the cost of replacing the article of clothing damaged.

Shorts

Authorized shorts may be worn from **April 1 to October 1**.

Commuting

In general, the DPW authorizes working uniforms for commuting to and from work. Commuting is defined as a direct route from place of residence to place of work by means of a private vehicle.

Authorized Brief Stops

The authorized DPW uniform may be worn for short-term and appropriate stops while commuting to and from place of work. Examples of short-term stops include; dropping off/pick up for child care, dry cleaners, gas stations, banks, and convenience stores.

Unauthorized stops

Shopping at retail store outlets or malls, or attending entertainment venues, are considered extended stops and are therefore not authorized.

Disposing Surplus City Property

Enacted: 8-28-15 Revised: N/A

Our practice of disposing of surplus property has served us well over the years. It is generally decentralized, meaning that each department is charged with using a commonsense, efficient process to rid the City of unwanted property.

At Public Works, items are sold to the highest bidder through a State Program called MiBid. We use this for anything that has any value, from office furniture to vehicles to lawn equipment. Anything that has no value, or so little value that going through the administrative process is not worth it, we dispose of the items in our dumpster.

For the sake of clarity and consistency, this policy is immediately effective.

1. When a department director or manager determines that an item owned by the City is no longer needed, it shall be declared "surplus City property."
2. If the property has value that can be monetized, the property shall be offered for sale to the highest bidder, using the State of Michigan MiBid system or other generally acceptable method of securing the highest monetary value for the property as determined by the department director or manager.
 3. If the property is of little or no value (i.e. the cost associated with selling the property is more than the value to be received for the sale of the property), the property may be disposed of in the City dumpster. If the item is such that it cannot be placed in a landfill, it shall be disposed of in the most efficient means legally permissible and environmentally acceptable.
 4. If a City employee is interested in salvaging property that is deemed of little or no value to the City, it may be given to them at no cost provided it is for *de minimis* personal use only. In no case shall property be given to an employee for resale.
 5. All proceeds from the sale of surplus City property shall be directed to the City Treasurer to be placed in the proper account as determined by the City Finance Director.
 6. Any item listed as a City Asset in the accounting system in Finance must be removed from asset list if it is being disposed of. That shall be done by notice to the Accounting Supervisor or

Finance Director. (An email will suffice, stating the item, and any further information to help us find it in our asset list such as year purchased, estimated original purchase price, description, photo, etc)

Any activity that may present a perception of inappropriate activity, or any situation that raises questions shall be discussed with the City Manager before property is disposed of.

RV Terrill Building Access

Enacted TBD Revised: N/A

Streets Division

Sidewalk Replacement Programs

Enacted: 10-31-17 Revised: N/A

The City of Grand Haven has many sidewalks. Public sidewalks vary in age and in quality of condition. Not every sidewalk surface irregularity is considered a defect; however, the City recognizes that some sidewalk conditions do create hazards for sidewalk users.

With limited employees and resources, the City cannot reasonably replace all sidewalks needing replacing throughout the entire city in one (1) year. The Department of Public Works has created a replacement program that allows all city sidewalks to be inspected every four (4) years and is completed by reviewing one (1) quadrant of the City each year.

Inspection/Notification Procedure

The inspection, determination, and repair of sidewalks will be done in accordance with the City Ordinance, Sections 32-31. The Director of Public Works' Streets and Utilities Manager will perform routine sidewalk inspections throughout the city using the quadrant design. The inspections will occur in the fall or early spring prior to the work scheduled each year. In order to maintain consistency in the inspection process for determining whether a particular sidewalk condition is in need of replacement or repair the following list of criteria is followed:

- 1) A sidewalk having a crack or joint with a deviation or difference in elevation of three-fourths inch (3/4") or more.
- 2) A sidewalk that is broken or missing.

The next step in the inspection procedure is to determine who is responsible. There are a few determining factors, with the main factor being trees. The city is responsible for replacing a sidewalk when a City tree has caused damage that meets the three-fourths inch (3/4") requirement or if City equipment is responsible for the damage. The homeowner is responsible when a tree on the private property causes damage, regular deterioration of concrete, or misuse of the sidewalk. Once the City has determined who is responsible for the sidewalk replacement, letters will be sent out. Property owners of the City will have 30 days from the time they receive the letters to notify the City whether they want the sidewalk replaced by the City contractor or their own contractor. The letter also states that the property owner has 90 days from the date the letter was received to complete the repair.

Replacement

The Department of Public Works will work directly with the hired contractor in order to keep sidewalk replacement on schedule. The contractor removes sidewalk sections marked by the City staff. DPW operators root cut and remove roots from city trees in order for the contractor to replace sidewalks

correctly. Sidewalks are not to be left open over the weekend, and must always be marked with caution tape until sidewalk is replaced.

The City of Grand Haven has always checked sidewalks and replaced sidewalks when notified by residents. By using the quadrant method of replacement, we are insuring that every sidewalk square in the City will be looked at and reviewed for replacement every 4 (four) years. This will also allow us to document and review the causes for damaged sidewalks. Staff feels that using the quadrant method of replacement will not only improve sidewalk conditions but also improve the process of replacement and lessen the time spent with heavy equipment in a homeowner's yard.

Catch Basin Cleaning Policy

Enacted: 6-15-06 Revised: N/A

Typical maintenance of catch basins includes trash removal if a screen or other debris capturing device is used, and removal of sediment using a vacuum truck. Operators are properly trained in catch basin maintenance. Maintenance includes keeping a log of the amount of sediment collected, and the data of removal. The city is considering incorporating the use of GIS systems to track sediment collection, and to optimize future catch basin cleaning efforts.

When sediment fills greater than 60% of their volume, catch basins reach steady state. Storm flows may then bypass treatment as well as resuspend sediments trapped in the catch basin. Frequent clean-out can retain the volume in the catch basin sump available for treatment of stormwater flows.

At a minimum, catch basins should be cleaned once or twice per year. Increasing the frequency of maintenance can improve the performance of catch basins, particularly in industrial or commercial areas. Increasing the maintenance frequency from once per year to twice per year can increase the total sediment removed by catch basins on an annual basis. For catch basins draining industrial uses, monthly cleaning increased total annual sediment collected to six times the amount collected by annual cleaning. At least for industrial uses, more frequent cleaning of catch basins may improve removal efficiency. The cost of increased operation and maintenance costs needs to be weighed against the improved pollutant removal.

STEP 1:

The drain structure(s) are inspected to determine size and capacity.

STEP 2:

A vacuum truck is used to extract the sediment and debris from each drain.

STEP 3:

Streets Operator notes the location, dimensions, and the amount of sediment waste in each drain. This information is used in a field report to track the structure for future maintenance.

STEP 4:

The sediment is transported to the City's DPW garage and deposited into a designated area where sediment can dry. Once the sediment is dry, streets operator will haul dry sediment to the Ottawa County Landfill.

Snow Plow Call out

Enacted: 11-14-2014 Revised: 11-18-2015, 12-6-2016, 11-9-2019

Person Responsible for DPW Notification

Public Safety Operations Division on-duty Shift Supervisor (Sergeant or Senior Officer) has final responsibility for the notification.

Procedure/7AM-11PM

- The on-duty Shift Supervisor will monitor weather and street conditions closely throughout the shift.
- Area Officers shall monitor streets closely through the shift.
- Any member of the department may contact the DPW directly between 7am and 11pm to report street conditions requiring snow removal or road salt.
- Other contact options include calling the DPW garage, direct via radio, or through OCCDA.

Procedure/11PM-7AM

- The on-duty Shift Supervisor is responsible for notifying the Department of Public Works of the need for snow removal or road salt using the below parameters and contact list.
- The on-duty Shift Supervisor will monitor street conditions on both the east and west side of Grand Haven by driving a variety of streets, including known trouble locations.
- The DPW Streets and Utilities Manager or Crew Leader will analyze conditions and attempt to make the decision before 9pm. (An early start time will usually be 3am.)

Notification

Parameters

DPW **will** be contacted and service requested if:

- Snow, ice, or sleet is accumulating or has accumulated on the street and is causing an impediment to normal travel. The amount of accumulation is not a deciding factor for making the notification.
- The time of snow, ice or sleet accumulation is **irrelevant** in relation to DPW work shift times.
- If crews are already scheduled for a 3am start time, the DPS Supervisor and DPW Streets Manager or Crew leader will decide if snow or salt crews should respond before 3am. Depending on conditions, it may be possible to call in a limited crew, such as salt trucks only.

Considerations

- The On-duty Shift Supervisor shall “error on the side of caution” when monitoring conditions and making the notification. “When in doubt, call out”.
- After hours, DPW Operators must respond from home. Call early when conditions are worsening to factor in response time delay.
- A small amount of “wet” snow coupled with declining temperatures can quickly turn to ice at intersections after packing by vehicle travel.
- On-line/real time Doppler weather radar and weather forecasts may be used for advance warning and to heighten awareness of potential worsening conditions.
- Be vigilant and pro-active.

Trouble Locations

- Taylor Street-Hill
- North Fifth Street-Hill
- Harbor Drive
- Grand Ave from Sheldon to Harbor
- Beechtree and Waverly Intersection

3AM to 3PM DPW Contact List

1. Collin Such/DPW Streets Crew Leader
2. Matt Wade/DPW Streets and Utilities Manager
3. Derek Gajdos/DPW Director

3PM to 3AM DPW Contact List

1. Jim Niergarth/Second Shift DPW Streets Crew Leader
2. Matt Wade/DPW Streets and Utilities Manager
3. Derek Gajdos/DPW Director

If none of the above can be reached:

4. Water Plant

Command Notification

The on-duty Shift Supervisor shall send an e-mail to Lt. Hudson with a copy to Captain Adams and Chief Hawke whenever DPW snow or ice removal services are requested between 11pm and 7am or if an early start time for street crews has been determined.

Questions

The on-duty Shift Supervisor shall contact Lt. Hudson if questions arise regarding the decision to request snow plowing or road salt. If Lt. Hudson is not reached, contact Captain Adams.

Mailbox Policy

Enacted: 2-13-14 Revised: N/A

It is the policy of the City of Grand Haven to pay damage claims or make physical repairs, to mailboxes and/or posts that have been directly hit by a snow plow blade or some portion of the plow truck. The City is not liable and does not pay claims for mailboxes or posts that are damaged due to their inability to withstand the force of plowed snow. Home and business owners need to be aware that the force of snow being thrown by a plow during one heavy snowfall, or over a series of plowing, is substantial, and mailboxes need to be able to withstand the impact of plowed snow. No portion of the mailbox should extend beyond the back of the curb. The U.S. Postal Service standards state that the bottom of the box should be 42 to 48 inches above the surface of the street. The front of your mailbox should be approximately 8 to 12 inches away from the edge of the street or the back of the curb if you have one.

If you believe your mailbox was physically hit by a plow, you should call the Department of Public Works at 616-847-3493. We will send someone to review it. A mailbox hit by a plow will look demolished or have clear indications of being struck by a plow blade. If your mailbox was hit by a plow, the City offers two options:

1. We provide and install a standard mailbox and/or post, or replace the existing mailbox or post; however, you must be aware that this repair, or replacement may take several days depending on snowfall or workload.
2. You may replace the box yourself, and file a claim form with the City Clerk's Office for reimbursement. This will be forwarded to the insurance company for review.

In either case, you must notify the Department of Public Works of your decision. If there is no evidence that the mailbox was hit by the plow, you will be notified and instructed that the replacement of the mailbox is your responsibility. You still have the right to file a claim against the City if you believe the City is Liable, and it will be referred to the City's insurance carrier for resolution.

Snow plowing is difficult work that is usually done under the worst circumstances. City Employees are professionals who take pride in their work, and accidents due to direct hits from plows are rare. They do happen on occasion, though, and when they do, we make every effort to acknowledge them and do what is appropriate to make conditions right. In a similar manner, we would ask residents whose mailboxes are damaged by the force of the snow to promptly undertake the necessary repairs themselves.

Utilities Division

Sewer Lateral Repair Policy

Enacted: 9-29-20 Revised N/A

The City of Grand Haven's Department of Public Works maintains the City's sewer system. It is the Department of Public Works responsibility to maintain the sewer main lines and the responsibility of the City residents to maintain the sewer laterals from the home to the sewer main. Therefore, a Sewer Lateral Repair Program has been thoughtfully developed over the years and has concluded with the following protocol and process.

Sewer Lateral Repairs

Sewer lateral repairs are enforced by the City when it is determined by City staff that a private sewer lateral is causing damage to the City Right of Way or infrastructure such as the sewer main itself, streets, sidewalks or curbs. The Department of Public Works Utilities or Streets Divisions determines when a private sewer lateral is in need of repair. When damage is being caused by a private sewer lateral the Streets or Utilities Crew Leader will seek quotes for the repair within seven days of discovering the broken lateral. Once a quote has been obtained the Streets & Utilities Manager will send a certified letter to the home owner notifying them of the necessary repairs and associated costs. The homeowner will have 7 days to respond to the letter and 30 days to make the necessary repairs. If the homeowner fails to make the repairs the City will have the proper repairs made and invoice the homeowner after repairs are completed.

Under an emergency circumstance where a sewer lateral failure is causing significant damage to a roadway or sidewalk deeming them impassible, the City will notify the homeowner of the emergency situation and discuss the importance of repairing the road or sidewalk as soon as possible. If the homeowner is unable to have the repairs made within 48 hours the City will take all means necessary to complete the work as soon as possible. If the City completes the repair the homeowner will be invoiced accordingly.

RESPONSIBILITY:

City Ordinance Building sewers and connections:

Section 37-61(2) The owner shall be responsible, at their cost and expense, for the installation, connection and maintenance of the building sewer to its connection with the public sewer.

It is the responsibility of the Streets & Utilities manager to ensure the City infrastructure is maintained. Any compromise to a privately owned sewer lateral can cause significant damage to City sewer main lines, streets, sidewalks, and curbs.

Fire Hydrant Flushing Procedure

Enacted: 9-22-16 Revised N/A

- Check to make sure all caps are tight before turning on hydrant
- Loosen hydrant cap chains if they are frozen up
- Install 1 hydrant valve and diffuser on a 2 ½" cap
- Fully open the fire hydrant up against the closed hydrant valve
- Open the hydrant valve to ¼ to ½ flow
- Run water to clear stagnant water in pipe between the hydrant and main (usually 30 seconds to 1 minute)
- Turn off hydrant and remove hydrant valve and diffuser
- If hydrant does not drain, pump the water out of the hydrant with a hydrant pump
- Clean all threads on hydrant caps and recoat with food grade anti seize
- Check gaskets on caps and replace if needed
- Apply grease on stem with food grade grease if needed
- Clear any debris from around hydrant
- Note any repairs needed or changes needed in hydrant book and notify the crew leader. Tag "out of service" if hydrant is inoperable or damaged that could cause damage to property or residents
- Note in hydrant book the date maintenance was performed and move on to the next hydrant

Utility Abandonment within City Right of Way or on City Property Policy

Enacted: 4-27-21 Revised N/A

City Council formally adopted a resolution on 4-27-2021 to require obsolete utilities to be removed from the road right-of-way or on City property when:

- A. The utility is replaced, or
- B. When the road is reconstructed, or
- C. A mutual agreed upon timeline between the utility operator and the Department of Public Works; and that costs associated with removal of obsolete utilities are the responsibility of the utility owner
- D. There will be times that exceptions to this policy or delays in the removal of obsolete utilities will be appropriate. DPW staff would enforce such a policy within a frame work of cooperation, fiscally responsible and impacts to the public.

Temporary Water Connection Policy

Enacted: 3-4-2021 Revised N/A

The City of Grand Haven's Department of Public Works maintains the City's water system. It is the Department of Public Works responsibility to maintain the water mains and the water service from the water main to the curb stop located in the Right of Way. In the case of an emergency water service repair on the private side or public side of the water service the Utilities Division will attempt to temporarily connect a water service to the home in need. Therefore, a Temporary Water Connection Policy has been thoughtfully developed over the years and has concluded with the following protocol and processes.

Water Service Repairs

When a water service break occurs, the Utilities Division will first determine whether or not the water service break is on the City portion of the service line or the home owner's portion of the service line. The Utilities Division will then verify if any portion of the home owner's service line is considered a lead service line. If it's considered a lead service line the City will take responsibility to replace the service line from the curb stop to the meter or 18" inside the house. After the Utilities Division determines who is responsible for the water service repair they will inform the home owner.

Emergency water service repairs can take hours and at times days to repair. Finding a contractor who is available to repair a private water service can take time. The Utilities Division will then offer a temporary water connection in order to maintain a water supply to the home owner dealing with a broken water service.

When the break in the water service is located on the private side of the curb stop the home owner supplying the temporary water connection will be agreeing to cover the costs of the temporary water connection. When the break in the water service is located on the public side of the curb stop the City will cover the cost. The City will do this by taking a meter read from the home supplying the water before the temporary connection is made and after the temporary connection is complete. An adjustment will be made to the home owner's bill who supplied the water during the temporary connection. If a temporary water connection is necessary, the Utilities Division will then follow these steps.

Step 1

Starting with the closest neighbor a Utilities operator will attempt to gain permission to use the outside water spigot as a supply to the neighbor's house who has a broken water service. The Utilities operator will also explain to the home owner who is temporarily supplying water that they will be responsible for the additional water use charges. If permission is not granted the Utilities operator will then try the next two closest homes without crossing a street or sidewalk. A driveway can be crossed if permission is granted from the owner. If no permissions are granted the Utilities Division will not be able to make a

temporary connection for the home owner in need. A Utilities operator will inform the home owner that they will need to seek alternate water sources. If permission is granted move on to step 2.

Step 2

A Utilities operator will then begin making the temporary water connections using potable drinking water hose or hoses that span from the neighbor's outdoor water spigot to an outdoor water spigot of the house with a broken water service. If the home owner in need has a backflow preventer on the hose spigot the Utilities operator will need to get permission from the owner to temporarily remove the backflow preventer. If the backflow preventer is not removable, the utilities operator will inform the home owner in need that we are unable to set up a temporary water supply at this time.

Step 3

A Utilities operator will turn off the water valve at the meter located in the house with the broken water service. They will then open the outdoor spigot for the house with the broken water service. If the water service is broken on the public portion of the service line the Utilities operator will take a meter read from the neighbor's meter who is supplying the water. Lastly the utilities operator will slowly turn on the water to the neighbor's outdoor spigot which will then supply the home owners with the broken water service a temporary water supply.

Step 4

After the water service repair is made and inspected a Utilities operator will turn the supplying neighbor's water off at the spigot with the temporary connection and begin disconnecting the hoses. If this is a public water service repair the Utilities operator will have to take another read off of the home owner's meter who is supplying the water. They will also turn off the spigot at the home with the broken water service, and turn on the water valve at the meter. This will complete the repair and temporary water connection process.

After hours delinquent Turn Ons

Enacted Unknown Revised 1-1-24

Delinquent bill shut-offs will not be turned on after normal business hours, unless directed by the Director of Public Works. A list of properties that are currently shut-off due to the delinquent bills will be provided by the Utility Billing Clerk. A copy will be placed in the call-out vehicle, the Utilities Crew leader, the front desk at the RV Terrill Building and another copy will be place by the time clock. Any person violating this policy will be subject to disciplinary action. Emergency shut offs after hour are still allowed.

Meter Bypass Policy

Enacted Unknown Revised N/A

A meter is only allowed to have a bypass in place if the property is classified as a business. All valves before and after meter shall be ball valves up to two inches. Large than two inches shall be gate valves. Any meter bypass shall be half the size of the meter. All bypasses shall only be operated by City staff. Any plumbing on or around the meter is owned and maintained by the property owner. Any locking mechanism is supplied and owned by the City.

City of Grand Haven Water Service Thawing Procedure

Enacted Unknown Revised 1-4-24

All reported frozen water services will be investigated by City Staff. City staff will determine if the frozen line is the City's responsibility or the property owners.

The following procedures are set up for City staff thawing frozen water services:

1. Owner of the building must be present during the thawing of the service, no exceptions.
2. The owner must sign the hold harmless waiver, no exceptions.
3. Disconnect the piping at the water meter inside the building; this isolates the building from the service. If the owner has a meter horn in their basement, inform them they must call a plumber to remove the horn. When this is done, we can thaw their service out.
4. **For thawing a service for the second time in the same season, the customer will be charged time and material.**

Grounds

City Tree Policy

Enacted: 9-3-19 Revised N/A

The City of Grand Haven has been a Tree City USA community for over two decades and has a long history of promoting and investing in a rich and diversified street scape. Therefore, a Street Tree Program has been thoughtfully developed over the years and has concluded with the following protocol and process.

Street Tree Removals

Street tree removals are completed when it is determined by city staff that a tree is over 50% dead, a hazard to the public. Removals are normally complete between the months of November and May when the leaves have fallen and disease and infestation restrictions are lifted. When a tree is selected for removal, a door tag is placed on the adjacent property owner's door to notify resident of the impending removal and why it's slated for removal at least 72 hours before the work is completed. A black "X" is also painted on the tree scheduled for removal for easy identification. Selections for removal are noted throughout the year and by October 1st each year, a city wide inspection is completed by City Staff to finalize tree removal list.

Street tree stumps are finally removed during the month of April by the low bid contractor. Bidding for tree and stump removal services is done every January. The City's contractor will grind the stumps down to an approximate depth of 6-8 inches below grade. City Staff will complete the restoration with topsoil and reseed the site within two weeks of grinding.

Street Tree Trimming

Street Tree trimming is completed on an as needed basis and in emergency situations by City Staff as time is warranted. Trimming that is determined as being necessary and that is beyond City Staff's ability or equipment capacity is contracted out to the low bid contractor. When a tree is selected for trimming, a door tag is placed on the adjacent property owner's door to notify resident of the impending trimming at least 72 hours prior to the work being completed.

Street Tree Planting

By November 1st of every year, city staff completes a site selection for new trees that will be planted the following spring. City staff selects locations and species of trees that it determines are best viable for planting in the right-of-way. By December 1st of each year the DPW will send out a letter to each property owner where a new street tree is planned to be planted. The letter will inform the property owner of the location and species being proposed as well as an option to opt out of the program if they so choose. Property owners are permitted to request different trees that are listed on the City's "Approved Street Tree List" which is attached or a different location, however, not all requests are able to be honored due to site, soil conditions or the presence of underground utilities.

When weather permits the beginning of the tree planting program in the spring, a wooden stake is placed at each proposed site with the species of the tree written clearly for the homeowner and contractor to see. Door tags are placed to remind residents of the planned tree planting program.

In February of each year the City solicits and opens bids for tree purchasing and planting services. The City specifies 1.5" to 2" caliper size trees in burlap root balls which have shown to have higher survival rates compared to smaller caliber sizes or grown in pots.

City staff place gator bags around the base of each tree and water the tree for first year after planting. Watering schedules vary; however, a typical schedule is twice per week between May 1st and September 1st.

The DPW will offer and maintain a list of property owners that would like to have a street tree placed in the City's right-of-ways. The list will include names and contact information including preferred tree species. The tree planting program will place those requesting trees at the top of the planting priority on a first come first serve basis. Those that are on the list by December 1st of each year will be included in the next years planting program.

Street Tree Inventory

The City will maintain a GIS layer of all the City's street trees with species, size and condition updated every 5 years or when trees are removed or planted.

Facilities Division

Annual Holiday Decorations

Enacted 9-1-17 Revised N/A

All Decorations and lights are installed prior to the first Saturday in December and taken down prior to April of each year as time permits unless otherwise noted.

Washington Avenue – Harbor Drive to Third Street

Facility Division employees install 10-12 LED strings of 100 lights on each tree within the raised planters. The lights are used for one season and cut out of the tree for fear of damaging the tree in the spring as well as a time saver from meticulously unwinding them from the branches. The lights are installed prior to light night each November.

Washington Avenue at Harbor Drive – The Brass River

A Christmas tree is installed in the tree holder centered on Washington Avenue that is decorated with traditional 5 strings of 100 commercial grade C-9 lights. The tree is wired to the Lynne Sherwood Waterfront Stadium sign.

Central Park

The Parks Division employees decorate the tree located at the south west corner of the park with 10-12 strings of 100 traditional commercial grade C-9 lights prior to the Jingle Bell Parade. Lighting takes place at the end of the parade on the first Saturday of December.

The MSDDA contacts with a local vendor to wrap the four park light poles with garland and mini lights.

City Hall

Grounds Division employees decorate the tree in front of City Hall with 10-12 strings of 100 traditional commercial grade C-9 lights. Additionally, a large wreath is hung above the front door, 2 medium sized Christmas trees are purchased for each floor and 1 roll of garland for interior.

Seventh Street

Facility Division employees install various street light pole mounted Christmas decorations wired with conventional commercial grade mini lights.

DPW

Facility Division employees install garland around the front entrance pillars, one small wreath at the main entrance and a Christmas tree in the break room.

Coast Guard Boat (7th and Beacon)

The Preservation and Place Committee decorates the boat and sign with lights and garland.

MSDDA

The MSDDA contracts with local vendors to wrap the street light poles along Washington (from Harbor to Third St), First Street, Second Street and Third Street from Columbus to Franklin and Franklin (from Harbor to Third). They also wrap the park lights in Central Park (see Central Park).

Grand Haven Public Safety

Facilities Division employees decorate the tree in front of the department with 15 strings of 100 blue mini lights.

Washington Square

Facilities Division employees decorate 4 light poles in the public ROW with 2 strings of 100 lights per light pole.

Bolt Park

Grounds Division employees decorate the tree in the middle of the park with one string of 100 commercial grade C-9 lights

Custodial Division

DPW Custodial Uniform Policy

Enacted: 9-19-23 Revised: 12-21-23

Purpose

The purpose of this policy shall be to maximize safe working conditions, reflect good appearance, and to provide ease of recognition and/or identification for Public Works' Custodial employees by the public.

Standard

Public Works' Custodial employees will, while wearing the uniform provided by the Department of Public Works, maintain the following standards:

1. Clothing will be clean and neat.
2. No stickpins or ornaments will be worn with the uniform.
3. No alterations to City issued clothing.
4. Allowable footwear include: tennis shoes, closed toe shoes. No sandals, flip flops or croc type footwear is allowed.
5. Allowable Pants include: jeans with no rips, holes or embellishments. They must be blue, black or khaki in color. No sweat pants, leggings or cargo pants are allowed.
6. Shorts are allowable between April 1 and October 1 if consist with the allowable pant style, look and material. Shorts must be a minimum fingertip length.
7. City issued polo shirts must be worn at all times, except for Casual for a Cause clothing days (see below).
8. Casual Clothing for a Cause: Due to the nature of the divisions work load, the casual day will be Wednesday or Thursday. On those days, custodial staff will be able to wear tee shirts (one day per week if scheduled for both days) for a \$1 donation. Donations are collected by one of the two administrative assistants.
9. The City will issue the following attire:
 - a. 4 short sleeve polo shirts
 - b. 4 long sleeve polo shirts
 - c. 1 hoodie (which can be worn on casual clothing for cause days only)
 - d. 1 soft shell jacket
10. Uniforms **MUST BE** worn **AT ALL TIMES**. No other clothing can be worn while on duty.
11. Shirts must be tucked in.
12. Purchasing authorized tee shirts and replacement hoodies will be at the employees cost.
13. Employees found to be insubordinate, with respect to this uniform policy, will be subject to disciplinary action or removal from employment in accordance with City policy.

Damaged Uniforms

Authorized uniforms damaged due to the failure of an employee to wear appropriately issued personal protective equipment (PPE), will result in that employee reimbursing the City the cost of replacing the article of clothing damaged.

Authorized Brief Stops

The authorized DPW Custodial uniform may be worn for short-term and appropriate stops while commuting to and from place of work. Examples of short-term stops include; dropping off/pick up for child care, dry cleaners, gas stations, banks, and convenience stores.

Unauthorized stops

Shopping at retail store outlets or malls, or attending entertainment venues, are considered extended stops and are therefore not authorized.

Motor Pool Division

Motor Pool Vehicle Replacement Policy

Enacted 1-11-11 Revised N/A

Purpose

The purpose of this policy is to establish and specify criteria for the replacement of motor pool vehicles and equipment. This policy is to ensure that:

- A. Vehicles are kept in service as long as economically feasible.
- B. Vehicles are retired at the optimum replacement point.
- C. Replacement units will meet current and future operational requirements with the lowest life cycle cost.

Overview

Vehicle replacement timing is a critical aspect in controlling overall fleet readiness and expense. The optimum economic replacement point is when lowest total cost for owning and operating a vehicle over time is reached. Beyond that point, costs for retaining and operating units increase substantially. Maintenance and operating costs are a key factor in determining when operational costs exceed replacement costs. Other factors, including years of service, vehicle condition, mileage/hours, obsolescence, and readiness necessities, are also used to determine the best time to consider a vehicle ready for replacement.

The Department remains committed to mobilizing a fleet that is both mechanically and aesthetically sound. Vehicles are regularly inspected and dents and scratches are repaired in-house or by pre-qualified body repair shops in the city.

Procedures

The vehicle replacement policy as set forth in this policy shall work as follows: when a vehicle reaches one of the benchmarks as established in the “Motor Pool Vehicle Replacement Criteria” sheet, it will be set up for review and evaluation for replacement. The evaluation will be done using the “Motor Pool Vehicle Evaluation” sheet as a method for scoring. The Streets and Utilities Manager and Motor Pool Crew Leader will complete an Evaluation Form. The score will then be calculated to determine eligibility for replacement. This method of evaluation will provide a thorough review of each vehicle.

This policy is meant to be used as a guideline whenever possible but may be superseded when necessary, such as if a vehicle is in a major accident or has a catastrophic failure. These types of events are rare and should be handled as an emergency on a case by case basis to keep the fleet in a ready position.

Motor Pool Vehicle Replacement Criteria

Equipment Type	Years	Hrs/ Mileage
Backhoes/Loaders	12-15	8000 hr
Street Sweepers	7-10	8000 hr
Bucket Trucks	10-12	8000 hr
Tractors/Trackless	12-15	8000 hr
Vac-all/Vac-con	12-15	8000 hr
Brush Chipper	12-15	3000 hr
Mobile Compressors	12-15	2500 hr
Roller	12-15	2500 hr
Skidsteer(Bobcat)	12-15	2000 hr
Mobile Generator	15-18	2000 hr
Leaf Rakes	15-18	2000 hr
Salt Spreaders	15-18	N/A
Trailers	15-20	N/A
Mowers	5-7	3000 hr
Jet Truck	15-18	80,000 mi
Small Trucks (1 ton or less)	10-12	80,000 mi
Med Trucks(1 ½-2 ton)	10-12	80,000 mi
Large Trucks (> 2 ton)	10-12	80,000 mi
Small Bucket Truck	10-12	80,000 mi
Snow Plows	10-12	N/A
Beach Sweeper/Leaf Loader	15-20	N/A
Admin Cars/Vans	8-10	90,000 mi
Police Cruisers	4-6	90,000 mi
Small Engine Equipment	To be replaced when operating costs exceed worth.	

Motor Pool Vehicle Replacement Evaluation Sheet

Vehicle #: _____

Age: _____

Miles/Hours: _____

1. Years of Service

Score 1: Vehicle age is more than 2 years prior to replacement schedule

Score 2: Vehicle age is 2 years prior to replacement schedule

Score 3: Vehicle age is in line with replacement schedule

Score 4: Vehicle is 1 year past replacement schedule

Score 5: Vehicle is 2 or more years past replacement schedule

Score _____

2. Mileage/Hours

Score 1: Vehicles mileage/hours are 15% below replacement schedule

Score 2: Vehicles mileage/hours are 10% below replacement schedule

Score 3: Vehicle is within 5% of replacement schedule

Score 4: Vehicles mileage/hours are 10% past replacement schedule

Score 5: Vehicles mileage/hours are 15% or more past replacement schedule

Score _____

3. Maintenance/Repair Costs

Score 1: Preventative and routine maintenance only

Score 2: Service and repairs less than \$500 annually

Score 3: Service and repairs \$500 -\$1000 annually

Score 4: Service and repairs \$1000 -\$2000 annually

Score 5: Service and repairs more than \$2000 annually

Score _____

4. Type of Service

Score 1: Vehicle is a back-up vehicle

Score 2: Vehicle is job specific, but not used daily

Score 3: Vehicle is used on a regular basis

Score 4: Vehicle is front line or is assigned a daily route

Score 5: Vehicle has specific duty, only vehicle of type in fleet,
or is emergency vehicle

Score _____

5. Overall Vehicle Condition

Score 1: Vehicle body is in good condition

Score 2: Minor body damage; dings, scratches, minor interior wear

Score 3: Visible damage with repair costs less than \$1000

Score 4: Damage over \$1000 but less than half replacement value

Score 5: Damage in excess than half vehicle replacement value

Score _____

Overall Score _____

A total score over 15 qualifies vehicle for replacement

Special Event Division

Banner Policy

Enacted Unknown Revised: 9-28-23

Four (4) locations are available to display banners for ***non-profit events*** held in the City and Special Events approved by City Council. Fees are charged to recover costs associated with processing requests and staff time to install banners. See fee schedule for current banner fees.

The following standards apply to ALL banner placement requests:

- Banners that are in high wind, high traffic areas will not be guaranteed to withstand the elements
- Banners will be installed once per event
- Banners will be hung by the Department of Public Works (DPW) for a maximum of two weeks prior to event
- Banners are placed on a first come, first served basis
- Banners must be dropped off at the DPW Office three weeks prior to the event, giving DPW staff time to install the banner for your two weeks of advertisement
- Banner conflicts should be directed to the Special Events and Project Manager for resolution
- Banners are not allowed to be hung by private individuals or businesses
- Long term users include Music on the Grand and Praise by the Pier.

LOCATION #1 – WASHINGTON AVENUE, WEST OF 4TH STREET – OVER STREET

Seasonal restrictions – No banners allowed from November 1 – April 1

Over street banners must meet the following specifications: grommets placed one foot apart along the top edge. Bottom corners are required to have reinforced edges and grommets in each corner along with wind slits. A minimum of 13 oz. material must be used with a preference of 18 oz. Banner mesh material may be used with grommets placed one foot apart along the top edge and corners. Corners are required to have reinforced edges and wind slits.

Size: 3 ½' X 12'

Adjustment/replacement fee will be considered/not guaranteed.

LOCATION #2 – FOOT OF WASHINGTON BETWEEN THE BOLLARDS (MUST HAVE WIND SLITS)

No seasonal restriction

Size: 2' X 7'

LOCATION #3 – PLANTER AREAS IN FRONT OF COMMUNITY CENTER

No seasonal restriction

Size: 2' X 7'

LOCATION #4 – COHO DRIVE/HARBOR ISLAND

Restricted to events held on Harbor Island and approved through the Special Events Process

Size: 2' X 7'

Long term user policy (foot of Washington only)

Users are subject to the above policy, with the exception that they have permission to hang banners at the foot of Washington by 6:00 am the day of the event and be removed immediately following the event. Long term users may not cover or remove other banners from the space. Long term users will be charged an annual fee of \$100. Failure to comply with these few conditions may result in removal of long term banners for the remainder of the season.

Park Use Policy

Enacted: 1-16-2002 Revised: 12-28-2018

The following constitutes the policy of the City of Grand Haven for the use of its parks as hereafter defined:

1. Definitions: The following words and phrases shall have the corresponding definitions:
 - *“For profit organizations”* means partnership, corporation, or other organization or group of two or more individuals that are not organized under the applicable state statute for non-profit entities and have not been qualified as tax exempt under the Internal Revenue Code.
 - *“Parks and Recreation Board”* means the advisory board, including its five voting members, appointed by the City Council, The City’s Administrative liaison and the City Council Liaison.
 - *“Parks”* means those City-owned and officially designated parks.
 - *“Department of Public Works Director”* means the person acting as the Director of Public Works for the City of Grand Haven or his/her designee.
2. Authority: The use of all City land shall be governed by applicable state and federal laws, City ordinances and administrative orders of the Department of Public Works Director. This policy shall be deemed in addition to all of those provisions. In the event of a conflict, the more restrictive shall prevail.
3. Coast Guard Festival: The annual Coast Guard Festival is a community-wide event that, at least in part, serves as the basis for the City’s designation as “Coast Guard City USA”. It’s extensive, year-round organizational structure, the scope of the event, the numbers of volunteers, the numbers of other involved community organizations and members, the numbers of tourists drawn to the

event, the nature of the activities it involves, and other aspects of the event make it a unique community undertaking for which the City has determined to make its facilities available on a higher priority basis. Accordingly, even if the Coast Guard Festival organizers seek permission for park or facility use after others have done so, the Coast Guard Festival will, if the use is during the annual festival week, be given priority in the requested use.

4. Scope of Policy: This policy shall apply to City Park use, other than general public use, and other than use by City personnel in the discharge of their functions. Unless expressly exempt, no person shall use a park without permission.
5. Exempt Activities: Permission is automatically granted without application for general public use for recreation not involving the reserving or setting aside of any park space and not including advertising signs, sound broadcasting equipment, tents, bleachers or similar items. Brief nonexclusive use for television and other photographic activities not being used for advertising or other commercial purposes are exempt unless opinion of the Parks and Recreation Board deems the activity will disrupt normal use.
6. City Council Approval: The City Council approval of an application for park usage is necessary whenever permission for use of a park has been recommended or denied by the Parks and Recreation Board.
7. Department of Public Works Director's Authority: Permission for use of City-owned parks may be granted by the Public Works Director, or designee, and no further approvals from the Parks and Recreation Board or the City Council may be necessary if the activity complies with all of the following:
 - a. The activity is limited to not more than one day.
 - b. The activity is neither sponsored nor conducted by a for-profit organization.
 - c. Admission to the activity is not restricted and no fee or donation is charged.
 - d. No commercial activity, fund-raising activity, or business enterprise is conducted. This includes the sale of goods or services.
8. Standards: Standards for granting approval of an application by the Director of Public Works or approval from the Parks and Recreation Board and City Council shall include the following stipulations:

- a. That the proposed activity or use of the park will not unreasonably interfere with or detract from the general public's enjoyment of the park.
 - b. That the proposed activity or use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety, and recreation.
 - c. That the proposed activity or use will not promote violence, crime, or disorderly conduct or cause a violation of any law.
 - d. That the proposed activity will not cause damage to trees, benches, landscaping, or other components of the facility.
 - e. That the proposed activity will not entail extraordinary or burdensome expenses of operation by the City.
 - f. That the facilities desired have not been reserved for other use on the date and hour requested in the application.
 - g. The frequency of an event or events held in the park does not unreasonably interfere with normal park use.
9. Applications: Applications for park use must be filled out and signed by the sponsoring organization. Applications will be submitted to the Director of Public Works and/or the Parks and Recreation Board by the Special Events Coordinator at least six weeks prior to the requested event date. Such applications and the submission of the applications shall comply with the following:
- a. Applications shall not be filed earlier than one year prior to the activity or event.
 - b. Applications shall be considered on a "first-come, first-served" basis.
 - c. The application shall be signed under oath or affirmation by the person who will be in attendance at and in charge of the event or activity.
 - d. The application shall be accompanied by a non-refundable \$35 park usage application fee. Such fee shall be established from time to time by the Parks and Recreation Board, with approval by the City Council.
10. Fees: Any usage fees set by the City Council would be applicable to this Policy. Fees may vary depending on the park, activity requested, and time of year. All fees collected will be put in the Parks Fund to be utilized by the City Park System. Refer to the Park Usage Rate Schedule.

11. Insurance: Unless waived by the City Council all applicants shall provide insurance as follows:
 - a. Comprehensive general liability and property damage insurance in the amount of \$1,000,000 per occurrence shall be provided.
 - b. The policy shall name the City of Grand Haven as an additional insured on the policy.
 - c. The duration of the insurance shall encompass the total length of time any equipment is placed on City property or the time of the event, whichever is longer.
 - d. Suitable proof of insurance shall be submitted to the City Clerk no later than four weeks prior to the event. (No permit will be issued without proof of insurance.)
12. Parks and Recreation Board: Before granting approval of an application for park use, the City Council shall seek the review and advice of the Parks and Recreation Board.
13. Conditions: The following conditions apply to park use:
 - a. Equipment and Signs: All equipment, signs, and portable toilets to be brought onto the park or adjacent property or water shall be listed on or included with the application. No signs shall be erected in violation of any City ordinance. Placement of such equipment shall be coordinated with the Director of Public Works, the Parks and Recreation Board and the Department of Public Safety.
 - b. Cleanup: The applicant shall be primarily responsible for the prompt and complete cleanup and restoration immediately following the event or activity. Damage or City cost incurred in the cleanup shall be the responsibility of the applicant. Payment shall be due within 30 days. The City may require a bond letter of credit or cash deposit as security for cleanup and restoration.
 - c. Tents: If tents are used, the tent material shall be composed of a noncombustible and flame-resistant materials, in accordance with the City's Fire Code. Tents must be secured without the use of stakes or poles in the ground. All tents over 400 square feet require a tent permit from the Department of Public Safety.
 - d. Advertising: No advertising or public announcements of an event shall occur until all approvals necessary from the City have been obtained. Any violation of this provision shall be sufficient grounds for denying the approval. No signs are allowed in the City right-of-way.
 - e. Hours of Events: The permission granted for the event shall specify the hours of the event. If not so specified, the event is limited from 7:00 am to 11:00 pm.
 - f. Excavation: No digging, staking, or any other ground disturbing activity shall be performed without permission from the Parks and Recreation Board or City Council.

- g. Trash receptacles and toilets: Portable toilets and trash receptacles shall be provided for large events based on the anticipated size of the event. These shall be provided at the expense of the applicant. A minimum of two portable toilets must be provided with at least one ADA approved toilet. A minimum of five trash receptacles shall be required. The event holder is responsible for the cleanup of the area and removal of trash from the site.
- h. Utilities: When available, a temporary water hook up may be provided by the City of Grand Haven Water Department. The hook up charge must be paid in advance of the event. Any temporary electrical hook up must first have an electrical permit and inspection prior to being connected by the Board of Light and Power. The applicant must coordinate this between the BLP and the electrical inspector. All electrical work such as installing a circuit breaker box must be done by a licensed electrical contractor.

Additional reasonable conditions may be imposed by the City Council, Public Safety Director or Public Works Director when granting any permit. All of these conditions are to be met at the applicant's sole expense.

- 14. Signs Describing Off Premises Events: Signs which describe an event, product, and service, or any other activity which is not occurring at the same time and location where the sign is placed will not be allowed on any City park land.
- 15. Hold Harmless and Indemnification Provision: The applicant and any other organization or person deemed responsible for the event by the City of Grand Haven shall be required to execute a hold harmless and indemnification provision agreeing to hold the City and its officials, employees and volunteers harmless and to indemnify the City in the event of a claim resulting solely or partially from the event or activity applied for.
- 16. Appeals: Denial of recommendation for permission by the Parks and Recreation Board and/or the Director of Public Works may be appealed by the applicant to the City Council at the scheduled meeting that the request is reviewed for approval. Decisions for the City Council are final.
- 17. Revocation: A permit may be revoked at any time by the Director of Public Works if it is determined that the holding of the event authorized by the permit is no longer in the best interest of the public health, safety, and welfare, there has been a misrepresentation in the application or any material statement by the applicant, or there has been a failure to follow this policy, any City ordinance, state or federal law, or any condition attached to a permit granted by the City Council, the applicant or anyone acting under authority of the permit. If the permit had been granted by the City Council, the applicant whose permit was revoked by the City may appeal to the City Council. All activities under the permit must suspend pending such appeal. Fees are non-refundable and will not be returned if the permit is revoked.

Anyone acting in violation of a revoked or suspended permit shall be deemed to be trespassing and may be removed by the City Public Safety Department. The City reserves the right to initiate legal proceedings, including without limitation, appropriate prosecution of persons violating any portion of the policy.

18. Violations of Policy of Permit: Any person who uses a City park in violation of this policy, or in violation of a permit or any condition attached to a permit, may be removed from City Park. If a person fails to leave after being requested to do so as a result of a violation of this policy or a permit, that person shall be deemed trespassing and may, at the discretion of the City, be prosecuted.

Waterfront

Marina

Snow Melt

Northwest Ottawa Water Treatment Plant

Work Week and Work Day

- a. The regular work week for all employees will be forty (40) hours.
- b. and the regular work day will be eight (8) hours. The exception to a regular eight (8) hour work day is the rotational shift operators (RSOs) that are scheduled to work twelve 12-hour shifts.
- c. Rotational Shift Operators (RSOs) working 12-hour shifts and Relief Operators working as cover for an RSO will receive a paid thirty-minute lunch.
- d. Employees shall generally be entitled to two (2) fifteen (15) minute rest periods per shift of at least eight (8) hours. Rest periods are subject to delay or cancellation when the Employer's discretion, job demands, or other conditions require such a delay or cancellation. Rest periods not taken will not result in overtime pay.
- e. All other hourly employees that are not working a Rotational Shift Operators schedule are allowed a one-half (1/2) hour meal period without pay. This meal period shall be near the midpoint of their scheduled shift and shall be taken so as not to interfere with prompt and efficient service to the Employer and the public.
- f. Shifts at the WTP will be bid on once yearly and are awarded at the employer's discretion by the highest seniority or best qualified. If no senior employee bids on a shift, then the least senior employee in that classification deemed necessary by the Employer will be assigned to the shift.

Modified Water Plant Operator Work Schedule

- a. Four (4) Rotational Shift Operators rotate seven (7) days on and seven (7) days off. The adopted and accepted regular daily shift schedule has the rotation shift operators working six (6), Twelve (12) hour shifts, and one (1) eight (8) hour shift.
- b. The ROAs accumulate a consecutive 80 hours of work that bridges two weeks together around a weekend, splitting into 40 hours worked for each week.
- c. Off days for the RSOs are scheduled as the (7) seven days preceding or (7) seven days following their regularly scheduled (7) seven days on shift previously described.
- d. RSOs will be given a consistent schedule of seven days, followed by seven days off.
- e. One (1) Maintenance Relief WTP Operator works a regularly scheduled eight (8) hour day, Monday through Friday.
- f. One (1) Crew Leader works regularly scheduled eight (8) hour days, Monday through Friday.
- g. The Employer retains the right to unilaterally alter, amend or revise such modified work shifts for the WTP at its discretion.

Overtime Pay

- a. For all hourly non-union Water Treatment Plant (WTP) Operators, time and one-half the employee's regular pay rate will be paid for hours worked in excess of the WTP operator's scheduled shift or excess of forty (40) hours per week.
- b. For all hourly non-union Water Treatment Plant (WTP) Operators, twice the employee's regular rate of pay will be paid for all time worked on Sundays if and to the extent the Sunday work resulted in more than their scheduled daily shift or more than forty (40) hours worked per week. Employees whose regular working schedules call for Sunday work, either on a regular or a rotating basis, shall not receive any premium pay for such weekend work unless it exceeds their scheduled hours per day or forty (40) hours per week.
- c. Employees relieving on-shift work will adopt the schedule of the absent worker and will not be eligible for overtime pay unless time worked exceeds the scheduled shift or forty (40) hours per week.
- d. There shall be no overtime, premium, and/or holiday pay pyramiding.

Compensatory Time Off

- a. Employees eligible to be paid for overtime may elect to convert overtime into compensatory time earned. All such elections shall, however, be subject to the following provisions.
- b. Definitions and Eligibility – Upon working overtime hours and the approval of the appropriate department head, an eligible employee may elect compensatory time off in lieu of cash and take the corresponding time off during the employee's regularly scheduled working hours.
- c. Accumulation – At no time may an eligible employee accumulate more than forty (40) hours of compensatory time. An employee may not use more than one hundred twenty (120) hours of compensatory time per fiscal year.
- d. Payment – Once an employee designates compensatory time in lieu of cash, the employee may not reverse the decision.
- e. Benefit Computation – Compensatory time off taken by an eligible employee during the employee's regularly scheduled working hours shall be considered time worked in computing benefits for that employee. (In no event may an employee be credited with more than forty (40) hours worked in a week).
- f. Upon Termination of Employment or Assignment to exempt status - An employee terminated from employment with the City or assigned to a job exempt from overtime requirements shall be paid for any accumulated and unused compensatory time. For an employee who is terminated, the rate of pay used shall be the final regular rate received by the employee during the employee's last three years of employment with the City. For an employee who is assigned to an exempt job, the rate of pay used shall be the final regular rate received by the employee in the employee's last non-exempt job before assignment to the exempt job.

Holiday Pay

- a. All regular full-time and part-time employees who have acquired seniority shall be eligible to receive holiday pay under the following regulations. Part-time employees are eligible for holiday pay only for a holiday that coincides with the employees regularly scheduled day.
- b. To receive holiday pay, an employee must work their full schedule of hours on the last scheduled working day and the first scheduled working after any holiday in the case of a full-day holiday, and in addition thereto, must work their full schedule of hours on the half-day holiday in the case of any half-day holiday, or have an approved leave of absence. Paid holidays that fall on Sundays shall be recognized on a Monday succeeding the holiday period.
- c. An employee scheduled to work on a holiday who fails to report for the performance of such work without reason acceptable to the employer shall not receive holiday pay.
- d. Employees eligible for holiday pay pursuant to the provisions of this policy shall receive eight (8) hours of straight pay for each of the non-union designated full-day holidays. They shall receive four (4) hours of straight pay for non-union half-day holidays.
- e. Employees working holidays will be paid at a rate one-one-half times the employee's regular rate of pay for both full-day holidays and half-day holidays in addition to the straight holiday pay.
- f. Rotational Shift Operators working a twelve-hour shift on a full holiday will be paid one-one-half times the employee's rate for the entire twelve (12)-hours. A scheduled twelve (12)-hour shift worked on a half-day holiday will be paid at the employee's regular rate of pay for 6 hours and one-one-half times the employee's rate of pay for the remaining 6 hours.

Call Out Pay

- a. An employee called to come into work for emergency purposes will receive a credit of a minimum of three (3) hours. These hours are eligible for overtime hours if the previously described overtime conditions are met. Employees called out to work on an emergency during a designated holiday shall be paid twice their regular rate for all such hours worked or a minimum of three (3) hours straight time, whichever is greater.

State Exam Day Pay

- a. On the designated state exam day, employees who desire and are eligible to take the state exam but who are scheduled to work at times that conflict with the state exam shall be given time off to take the exam without loss of pay. Employees who desire and are eligible to take the state exam, whose schedule does not conflict with the state exam, shall be paid at their regular rate of pay for all time spent actually taking the exam and for reasonable travel time. In the event that more than one day per year is scheduled for state exams, the provisions of this paragraph shall apply to no more than two (2) such days per calendar year. When an employee fails to pass an exam, the terms of this section shall cease to apply for that license.

If the employee wishes to again take the state exam day off, the employee will be required to schedule it off pursuant to normal Department requirements.

License Payments

- a. The Employer shall provide license payments for regular, full-time employees in accordance with the following requirements.
- b. An eligible employee who has completed two (2) years of continuous employment since his last hire date and who holds a valid F-3 or S-3 license from the State of Michigan shall receive lump sum license pay in the amount of two hundred fifty (\$250.00) dollars per year.
- c. An eligible employee who has completed two (2) years of continuous employment since his last hire date and who holds a valid F-2 or S-2 license from the State of Michigan shall receive lump sum license pay in the amount of seven hundred fifty (\$750.00) dollars per year.
- d. An eligible employee who has completed two (2) years of continuous employment since his last hire date and who holds a valid F-1 or S-1 license from the State of Michigan shall receive lump sum license pay in the amount of one thousand five hundred (\$1,500.00) dollars per year.
- e. d) In order to be eligible for the license pay prescribed above, an employee must (i) be a regular, full-time employee, (ii) have satisfied the years of continuous employment requirement and the license requirement by August 1st of the year in which payment is to be made, and (iii) be and remain on the active payroll of the Employer through December 1st of the year in which payment is to be made.
- f. The license payments for eligible employees will then be made by December 15th of each year.
- g. An eligible employee may receive the license payment pertaining only to one (1) license, which shall be the license payment pertaining to his highest license. If he has two licenses of equal rank, an eligible employee may receive only one (1) license payment. For example, an eligible employee with an F-1 license shall receive only the license payment pertaining to that F-1 license; he may not receive the license payment for any lower F or S license, nor may he receive the license payment for an S-1 license.
- h. An employee eligible to receive a license payment by December 15th who was absent without pay for more than thirty (30) scheduled work days during the immediately preceding fiscal year, July 1 to June 30, shall receive a pro-rated license payment, if otherwise eligible, based on the ratio of his paid time during such immediately preceding fiscal year in relation to the full-time equivalent.
- i. In the event the standards or requirements for obtaining any of the above-referenced licenses are materially lowered or reduced, and/or if the licensing procedures are changed to the extent that these license pay provisions are no longer appropriate, then and in such event the Employer may discontinue the license payments contemplated herein.

Boot Allowance

- a. The Employer shall reimburse an employee for the amount he/she spends in a year to purchase a pair of work boots or boot-related items, up to a maximum of one hundred fifty (\$150.00) dollars per year, if the Employee presents a receipt showing that he/she purchased a pair of work boots or boot related items during that year. The “year” for purposes of the boot allowance is the City’s fiscal year (July 1 to June 30).

Solo Coverage for Plant Operations

By law, it is required that water treatment facilities in active operations must staff at least one licensed operator at all times. In addition, the safety of all personnel is essential. The following rules apply any time the water plant has single point coverage or “solo operations”.

- a. The operator on shift must never leave the plant unattended at any time unless they have been properly relieved of duty.
- b. Operators, shall never allow access to unauthorized individuals while operating solo. All communication with “walkup” visitors will be conducted through the intercom and the doors to the water plant never unlocked.
- c. In response to facility emergencies including operational emergencies at the low service pump station, solo operators must notify water plant management which will respond accordingly.

Updates:

Appendix A:

Water Department Rules and Regulations

Enacted: 12-1970 Revised: 10-1972, 8-1974, 5-29-2012

Definitions

Customer - Any person or firm receiving water service.

Customer Service Line - That part of the water service pipe between the shut off valve located behind the curb line and the customer's plumbing inside the dwelling, with the exception of the water meter.

Street Service Line - That part of the water service between the shut off valve behind the curb line and the water main, including the shut off valve. The street service line will extend from the water main to a location behind the curb line and normally it will be located 7 feet from the front property line. This location will permit installation of a 5-foot wide sidewalk with 1 foot between the sidewalk and the property line and 1 foot between the sidewalk and the shut off valve.

Water Department – Entity of Department of Public Works, City of Grand Haven.

Water Service Area

Except as may be specifically authorized by contract by the City Council of the City of Grand Haven, no property outside of the city limits of the City of Grand Haven will receive Grand Haven municipal water service.

Application for Water Service/Water Tapping Permit

- A. Application for property previously served: An application shall be made in person at the Department of Public Works' (hereinafter "DPW") office, or at any other location designated by the Director of Public Works on the forms prepared for that purpose.

Information on the application shall include at least:

- 1) Location of the lot or property and parcel number.
- 2) Name and address of the applicant.
- 3) Whether the applicant owns the property, or is renting. If the applicant does not own the property, the name and address of the owner shall be included on the application.
- 4) Contractor installing the water service and the installation procedure.
- 5) The purpose for which the water service is to be used and the service/meter size required.
- 6) The signature of the applicant.

Any outstanding water bills on rented property must be paid before water service will be restored to a new customer.

B. For property not previously served by municipal water: If water mains have been installed adjacent to the property to be served, the following additional information will be required to that (A) above:

- 1) The proposed location of the water service, which must be approved by the Director of Public Works or his designated representative.
- 2) An agreement that a licensed plumber will complete all plumbing work.
- 3) A deposit to be paid by the applicant for service in the full amount of the tapping charge in effect at the present time.

C. Water Main Extension Policy and Procedures.

If water mains have not been installed adjacent to the property, the applicant must agree to pay the costs of the installation of the water main voluntarily or in accordance with the current special assessment policies of the City Council of the City of Grand Haven. In areas outside the Grand Haven city limits served under contract, water mains shall be installed in accordance with policy established by the governing body, which has political jurisdiction.

All water mains installed by special assessment or by voluntary contribution of property owners within the City of Grand Haven become the property of the City of Grand Haven and shall remain under the complete control of the DPW. Ownership of water mains in areas served under contract shall be governed by the terms of the Agreement.

No “dead end” water main extension shall be approved when it is possible to provide a loop service to an existing water main.

Specifications for Installing Water Meters, Street Service Lines and Special Connections

D. Street Service Lines - The Director of Public Works of the City of Grand Haven has the sole responsibility for determining the size and location of all street service lines. The customer shall be responsible for the costs of the street service line, but the maintenance of the line (e.g. service line breaks and broken curb boxes) from the water main to the property is the responsibility of the City of Grand Haven. Permit and costs are based on a maximum service length of 75 feet or to the property line. Anything over 75 feet will be billed as time and materials by the Director of Public Works. The Department of Public Works will make the tap and furnish the necessary materials, which includes the excavation and laying of pipe in the street to the curb box and shut-off.

The DPW reserves the right to make an inspection of all work completed on the installation of the street service line and customer service line. The plumber shall contact DPW prior to filling in the trench. If the customer should request a change in the size of the street service line at any time, the work shall be done at his/her own expense. DPW shall be notified of any change in the grade around the area of the line so that proper steps may be taken to avoid freeze-ups during the winter months.

The customer must be granted permission from the DPW, and state the type of installation from the property line to the water shut-off in the City's right-of-way. The customer shall be responsible for the restoration of the City's right-of-way work after the service has been completed. The customer shall be responsible for the excavation and laying of pipe from the dwelling to the water shut-off valve. This service line shall be completed by a licensed plumber. The customer service line shall include the installation of a water valve (preferably inside the home near the water meter) so that the water service may be turned on or off without the need of turning the shut-off valve near the street and to prevent backflow during emergency repairs to water services or water mains.

Each individual property shall have its own water service, and no water service shall be installed with the intention of serving more than one property.

If the customer chooses to install plastic service, the City of Grand Haven will require a meter pit to be installed at the property line.

- E. Special Service - Applicants for private fire service shall submit a sketch of the proposed installation. All costs must be paid by the customer. Hydrants will be installed by the Municipal Water Department only after receiving a recommendation from the Fire Chief of the municipality in which the hydrant would be located. Additional fire hydrants may be installed at the expense of the customer if it is installed on private property. All special lines of this type shall have a gate valve installed near the tap on the water main, and no other connection shall be made on this tap. The special service line must be at least 6 inches in diameter and the main at least 8 inches in diameter, with the exception that a 6-inch water main may be used if it is looped with a service from two or more directions. Other special service of a temporary nature, that cannot reasonably be metered, will be furnished water upon application and placing of a deposit in an amount equal to that shown in the schedule of charges which has been approved by the Grand Haven City Council.
- F. Water Meters - Water meters must be paid for by the customer and installed by the DPW Utilities staff member. The Director of Public Works shall determine water meter style and specifications. The tapping charge shall include the cost of the water meter for all services up to 2 inches in size, and a remote outside reader (or automatic touch reader) including tail pieces. The water meter shall remain the property of the City of Grand Haven and it will be maintained by the DPW at no cost to the customer. In the event of a discontinuance of the water service, the DPW will remove the water meter from the property upon notification of the discontinued water service.

All water consumption shall be metered. All new service lines shall require a meter, regardless of the type of service. The DPW is responsible for the maintenance of all water meters, except if the customer has

been negligent in the use of the meter. The customer is responsible for maintaining his/her own service line from the water shut-off valve to his house plumbing with the exception of the meter.

The water meter shall be located not less than 8 inches or more than 4 feet from the floor and not less than 8 inches from the wall. The DPW shall have the right to remove and test any meter at any time. Access to all meters shall be guaranteed under reasonable conditions and circumstances. Remote outside readers shall be installed on all meters up to 2 inch in capacity for new services.

- D. Swimming Pools - All swimming pools shall be filled with water through metered services. If an existing water service is not large enough, a new and larger service line shall be installed for the purpose of serving the swimming pool; the homeowner will incur all costs. In no case will any swimming pool be filled through the use of a fire hydrant.
- E. Sprinkling Systems - The DPW reserves the right to approve underground sprinkler systems. If an underground sprinkler system is approved, a vacuum breaker shall be installed to prevent any possibility of backflow into the municipal water system. The Director of Public Works shall have the right to restrict sprinkling anywhere in the system at any time that it may be deemed necessary to provide adequate water supply at all times. In the event of a prolonged period of time for discontinuance of sprinkler systems, the DPW may shut off the water shut-off valve, which serves the sprinkler system.

Cross Connection Program

In accordance with the City of Grand Haven Code of Ordinances and Policy, Chapter 37, Article II, Section 37-36 through 37-54. The DPW is authorized and directed to maintain a comprehensive Cross Connection Control Program for the elimination and prevention of cross connections in the water system. Customers that are connected to the water system shall, as is provided in the program, provide an appropriate means to protect against the hazards of each and every cross connection by installing, maintaining, and testing all approved backflow prevention devices on the premises.

Notice of Temporary Discontinuance of Service

Whenever possible, the DPW will notify all customers to be affected by a temporary discontinuance of the service for repairs.

Customer "Turn on"

The customer or an authorized representative must be present at the property during any "turn on" by the City of Grand Haven.

Schedule of Rates and Charges

- A. Water service charges - shall be set by resolution of the Grand Haven City Council. The service charges shall include a minimum rate for each size meter and a charge per 1,000 gallons of water consumed.
- B. Fire Hydrant Rental - The City or other municipality shall pay the DPW an annual fee for each hydrant located on the distribution system. The amount of the payment shall be set by resolution of the Grand Haven City Council.
- C. Municipal Use of Water - All municipal use of water shall have metered water services. Only water used for fire protection shall be compensated through the hydrant rental fee.
- D. Construction Service - Application for water service may be made by any contractor for the use of water for the purpose of construction, landscaping, or any other type of temporary service. The contractor shall make a deposit and/or pay for water used in accordance with rates established by resolution by the Grand Haven City Council.
- E. Tapping Charges - Tapping charges including the tapping of the pipe and furnishing material for the street service line will only be established from time to time by resolution of the Grand Haven City Council to reflect the actual cost to the Department. The tapping charges shall be reviewed at least annually. It is the intent that the tapping charge shall include the cost to DPW for all labor and materials and that no profit shall be realized by DPW for the tapping charges.
- F. "Turn-Ons" and "Turn-Offs" - There will be a charge for each "turn-on" with no charge for "turn-offs" unless the customer requests the "turn-off" for their purposes. A fee for a "turn-off" will be charged in the event that DPW personnel receive a call-out outside of their normal working hours in response to a customer request to turn off the water service, regardless of the reason.

The fee for “turn-ons” and “turn-offs” shall be set by resolution of the Grand Haven City Council from time to time. The deposit required for reinstatement shall include the “turn-on” charge. It shall be a policy of the City of Grand Haven to be reimbursed for the cost of providing these “turn-on” and “turn-off” services and the rate schedule shall be related to the costs incurred by the City. There shall be one charge for calls received which can be handled during the normal working hours. There shall be an additional charge for calls received which are handled after the normal working hours during the week, including Saturday or Sunday calls.

- G. Meter Testing - DPW will test and service all meters on a scheduled basis and will provide this service at no charge. Any customer requesting a meter test outside of the normal schedule provided by DPW will be charged a fee as set by the Grand Haven City Council by resolution. If the meter proves inaccurate, the fee will be refunded and an adjustment either upward or downward in the current water bill will be made. Any customer requesting a meter test outside of the normal schedule on meters 1 inch or greater will be tested at the customer’s expense. The customer shall deposit the fee with the City prior to the time the meter is tested. If the meter is found to be accurate, the City will retain the fee, plus no adjustment will be made if the meter has accuracy from 98% to 102%.
- H. Miscellaneous - All other services provided by the DPW including, but not limited to, emergency thaw-outs of frozen services, leak repairs, or any other work for which the Department does not have financial responsibility, will be billed to the customer on an actual cost basis plus 20%. Costs shall include all labor and employee benefits. Emergency thaw-outs for frozen service lines will be the customer’s responsibility. In the event of an extreme emergency, such as living centers and urgent care customers; the City will provide water line thawing if other contractors and plumbers are not available. The DPW will provide onsite inspection with the customer to determine the best course of action for repairs.
- I. Rate Differential - Any differential in rates and charges between water system customers in the City of Grand Haven and customers in any other governmental unit must be provided by contract.

Bills Due and Payable

Unless otherwise provided above, all bills are due and payable by the 15th of the month after the end of the billing period. Bills not paid by that date will be paid on the basis of gross charges, which are the net charges plus 10%. Unpaid bills are considered delinquent at the time of issuance of the following bill and a notice will be issued to the effect that unless all charges due to the Water Department are paid by the second Wednesday of the following month, the water service will be discontinued. Only depositing a sum equal to all charges due, including the turn-on and turn-off fees, may reinstate water service.

On March 31 of each year, the City Clerk shall notify the Assessor of all bills delinquent, and such charges shall be placed on the tax roll, collected as taxes, and represent a lien on the property until they are paid.

The customer is responsible for keeping the Water Department informed of his current mailing address and non-receipt of bills by the customer shall not affect the requirements and procedures listed above.

Conditions of Water Service

The DPW will provide the best possible service at all times in accordance with the best standards as described by EGLE. The City reserves the right to interrupt service with or without notice, to protect the public health, safety or welfare.

The Department may also refuse to deliver water if the public water supply is subject to any type of contamination.

The Department will maintain pressure throughout the system at a reasonable level, but shall not be liable for claims made as the result of pressure variances.

The DPW shall not be liable for damage to the customer's property by water delivered through the customer's facilities nor for damage to property caused by spigots, faucets, valves and other equipment that may be open when water is turned on by the Department at any time. DPW shall not be liable for damage to equipment caused by turn-ons and shut-offs. DPW will only turn-on the residents' water service after verifying that the owner or renters are at the premises.

The Department reserves the right to regulate the use of water to protect public health, safety and welfare.

Conflicting Provision

In the event of any conflict between these rules and regulations and any written agreement between the City of Grand Haven and any other party, the provisions of said written agreement shall be controlling unless otherwise provided.

Subdivisions and Associations (Beechtree Commons, Beechwood Ct., Woodlawn Commons, Village Green, Bluff Creek, Walgreen and Grand Plaza)

In accordance with the City of Grand Haven Code of Ordinances and Policy, Chapter 37, Article II, Section 37-13 through 37-15. In summary of the City Policy, all water service connections from an existing water service or water main will require a permit. The permit will allow, under the supervision of DPW, to connect a water main that will provide water service to a subdivision or an association, with the understanding that the service shall be the responsibility of the owner to maintain. This includes all water services, water mains, valves, and shutoffs. Such a connection, after review of the association or subdivision agreement, will be considered a private water service. In the event of an emergency, it will be the responsibility of the owner to make repairs by contracting licensed plumbers or DPW staff. If the DPW staff is contracted to make repairs, the owner will be billed for time, materials, and administrative costs. All emergency repairs will require the owner to notify the DPW staff or a state licensed plumber to inspect all connections.

Appendix B:

Cemetery Rules and Regulations

Enacted: Unknown Revised: 12-18-2023

Liability

Neither the Director of Public Works, his duly authorized agent nor City employees working in the cemetery shall be liable for floral designs, nor any other type of decoration items used on cemetery lots, other than to accept such items for use in the cemetery. The City disclaims any liability for damage of any kind that may occur to such items in the normal course of cemetery operations.

Hours

The cemetery office shall post hours of operation on the office door. The Cemetery gate shall be closed at dusk each day. All such times are subject to change according to the discretion of the Cemetery Board. Any person who gains entrance or is found in the cemetery after dusk and before dawn, the next day shall be treated as a trespasser and prosecuted as such.

Fees

All fees or charges for services shall be payable to the City Treasurer's office. No other person is authorized to accept any monies in payment of any fee or charge. Any person tendering payment to any other person does so at his own risk.

No City employee may solicit or accept any form of payment or gratuity for work or services rendered. City employees at the cemetery are not permitted to do any work for burial rights' holders or interested parties except upon the direct order of the Public Works Director.

Construction During Course of Funeral

All cemetery work of any description being conducted in the general area of a funeral shall cease while the funeral is being conducted. All trucks and workers shall withdraw a reasonable distance from the location of the funeral. The Public Works Director shall have the authority and discretion to enforce this section as he deems necessary.

Operation of vehicles

- (a) No person may drive a vehicle in excess of fifteen (15) miles per hour in the cemetery.
- (b) All persons within the cemetery shall use only the designated roads, drives, alleys, walks and aisle ways. A person may carefully walk upon or cross lots or graves or lawns when necessary to gain access to a lot.
- (c) No person may park a vehicle in such a location as to prevent any other vehicle from passing. Any vehicle parked in such a manner may be ordered removed by the Public Works Director, and the owner and/or operator shall be responsible for all costs.
- (d) No person may operate a vehicle in the cemetery for recreational purposes.
- (e) No person may park a vehicle in front of an open grave unless the person is attending the funeral pertaining to such open grave and the parking area is not otherwise reserved.

Funerals

(a) No funeral procession shall enter the cemetery unless authorized by the Public Works Director. Once in the cemetery, a duly authorized funeral procession shall proceed according to and be under the direction of the cemetery employees until completion. Funeral directors must present the necessary burial or transit permit as required by state law.

(b) When services are held at the memorial chapel and remains are present, such remains must be removed at the conclusion of the service. The City shall not be responsible for the retention of any remains.

(c) Charges and fees for service shall be in accordance with rate schedules currently in effect as recommended by the Cemetery Board and approved by the City Council.

(d) Because of possible inclement weather conditions, concern for the safety of persons attending funerals, and other related considerations, all services from November 1 through April 1, inclusive, shall be held at Lee Memorial Chapel. The Director of Public Works may consider a request for a graveside service. In deciding to grant or deny the request, the Director of Public Works may consider, among other factors, weather conditions, the safety of persons attending the funeral and the schedule of pending services.

Conduct of Persons

(a) Within the cemetery, all persons are prohibited from picking flowers (wild or cultivated), breaking or injuring any tree, shrub or plant, or writing upon, defacing or destroying any memorial, marker, fence or other structure. No person may destroy or otherwise disturb the birds or other animal life within the cemetery if not authorized by the City Manager, the Public Works Director or the Cemetery Board.

(b) Within the cemetery, no person may loiter, litter, use profane language, bring in or consume alcoholic beverages, peddle or solicit the sale of any commodity, place signs or notices, possess firearms unless the person is a duly authorized law enforcement officer or a duly authorized military escort for a veteran's funeral or memorial service, allow animals to run at large, or otherwise be beyond their control, engage in any play or recreational activity, or otherwise interfere with interment activities, without the approval of the Public Works Director, Cemetery Board or City Manager.

Grave Accounts

(a) The full purchase price of the designated lot and grave opening shall be paid before any proposed interment occurs.

(b) Arrangements for the payment of any further indebtedness due the City per interment in the cemetery shall be made before the proposed interment occurs.

(c) The charges for any disinterment or removal shall be paid in advance.

(d) All payments under this section shall be made to the City Treasurer's office.

Sundays & Holidays

Interment, disinterment, removals or cremation interment services shall be prohibited on Sundays or any of the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, day after Thanksgiving, the day before Christmas, Christmas Day and any additional holidays specified in a collective bargaining agreement covering City employees working in the cemetery. Should any such holiday fall or be legally observed on a Saturday or Monday, funerals will be received on the last business day preceding or first business day following such legal observance. If an interment must be made on a Sunday or a holiday because of applicable Health Department requirements, or if for any other reason an interment is made on a Sunday or a holiday, an additional fee recommended by the Cemetery Board and approved by the City Council shall be added to the regular interment charge.

Interments, Time and Fees

Notice of an interment, including exact location of grave, must be given to the Director of Public Works or his representative at least eight (8) regularly scheduled working hours in advance of the proposed interment. One (1) week's notice is required prior to any proposed disinterment or removal. The Public Works Director may delay an interment until a more expedient time if the remains arrive at the cemetery entrance after 3:00 p.m., or if two or more funerals arrive at the same or approximately the same time. For a Saturday interment an additional fee recommended by the Cemetery Board and approved by the City Council shall be added to the regular interment charge.

Burials Per Lot

Unless specifically provided to the contrary, the interment of two (2) or more persons in one lot is generally prohibited. Exceptions to this rule are:

- (a) Mother and her infant if interned at the same time
- (b) Two (2) sibling's infant if interned at the same time
- (c) One (1) full body and up to five (5) cremations may be buried in one lot as space allows
- (d) Up to six (6) cremations may be buried in one lot as space allows.

Interment Errors

(a) The Director of Public Works and City employees working in the cemetery shall have the right to correct any errors pursuant to interments, disinterment or the description, transfer or conveyance of any interment property.

(b) When an interment is to be made in a lot, the location of such interment shall be designated by the lot owner(s) or heir(s). **The Director of Public Works may reject any proposed location of interment if deemed that such location would be inconsistent with the appearance of surrounding lots.** Should the lot owner burial rights holder(s) or heir(s) not make an accepted designation, the Director of Public Works shall have the right to designate the location of interment. No damage liability shall attach because of any error made by the Director of Public Works in so designating the location of interment.

(c) All interments, disinterment, removals and cremated interments shall be handled by City employees.

Outside Burial Containers

In order to maintain a high standard of care and to eliminate sunken graves caused by the collapse of wooden boxes, all burials must be made in outside containers made of metal or concrete. Reinforced plastic or combination units may be used for infant interments only.

Roads and Drives for Burial

No easement or right of interment shall be granted to any burial rights' holder in any road, drive, alley, and walk or aisle way within the cemetery. However, such roads, drives, alleys, walks or aisle ways may be used when necessary as means of access to locations in the cemetery, as long as they are devoted to that purpose.

Decor Removal

The Director of Public Works may remove or order removed all floral designs, trees, shrubs, plants or herbage of any kind from the cemetery as soon as such items become unsightly, detrimental or diseased, in his opinion. The City has no responsibility to return to its owners any item the Public Works Director removes or orders removed hereunder.

Winter Decor

Winter Decorations or artificial wreaths may be placed on graves from October 1 through the following May 1, inclusive.

Flowers

Artificial or real flowers are allowed in urns, pails or attached vases.

Urn Removal

Urn, pail, or attached vases not filled by June 1 may be emptied of contents. When urns, pails, or attached vases are determined by cemetery personnel to be deteriorated beyond their usefulness they may be removed and disposed.

Ground Planting

All ground planting by individuals is forbidden. Trees and shrubs may be purchased by individuals for cemetery use; however, final determination of where trees and shrubs will be planted is up to the Director of Public Works. All tree and shrubs will be planted by cemetery personnel.

Urns and containers

(a) ALLOWABLE - A large cement or metal pail urn or two small cement or metal pail urns are allowed on a lot with two (2) or more adjoining grave spaces. On a lot with less than two (2) adjoining spaces, a small urn is allowed. All urns must be placed on the side of the grave marker. In the flush marker sections, only pail urns are allowed.

(b) FORBIDDEN – The use of wire rods or other materials for stabilization of decorations, or the placing of chairs, garden décor, and mementos is prohibited. All the items mentioned and any others which are deemed inappropriate by the Director of Public Works are subject to removal and disposal by Cemetery Personnel.

Flags

The City shall allow to be placed (by volunteers) a flag of the United States of America on servicemen's graves up to ten (10) days in advance of Memorial Day and removal of such flags within fourteen (14) days after Memorial Day.

Grading

The grading of grave spaces, lots and grounds shall be performed by the City's cemetery personnel or others authorized by the City. Any other grading not authorized shall be corrected by the City's cemetery personnel or others authorized by the City, with costs billed to the burial rights holder(s) or heir(s).

Corner Markers

Each lot in the cemetery with four (4) or more grave spaces has cement corner markers flush with the turf.

Materials for Memorials

The materials used in the construction of mausoleums, family monuments, and markers, where permitted, shall be recognized as durable granite, marble, or standard bronze.

Photographs on Markers

Reproduction of photographs on glass, porcelain, or other material attached to memorials is not recommended, although neither is it prohibited.

Family Monument

Only one (1) family monument shall be allowed on a family lot, and then only if the lot has at least eight (8) grave spaces (2 of the 8 can only be used for the monument). A family monument may not be placed less than three (3) feet from the front or rear lot line. The size of a family monument must be approved by the Director of Public Works. If the family monument is not approved by the Director of Public Works, the decision can be appealed to the Cemetery Board by written request of the family for consideration. Only individual markers are permitted when used in relationship to a family memorial, and all such individual markers shall be set level with the turf. Cremains may be approved for burial on the family monument spaces, in accordance with existing policies, without benefit of individual markers.

Marker Placement

All markers shall be placed on the front boundary line of each grave or lot unless previously existing condition prevents such placement.

Temporary Marker

A temporary marker or metal name plate may be used to identify a grave for a period not to exceed six (6) months from the date of interment.

Violations

Any person, firm or corporation violating any of the provisions of this Ordinance shall be guilty of a misdemeanor. Upon conviction thereof, such person, firm or corporation shall be subject for each offense to a fine of not more than Five hundred and no/100 (\$500.00) Dollars and the costs of prosecution, or imprisonment in the County Jail for a period not to exceed ninety (90) days, or by both such fine and imprisonment together with the costs of prosecution.

Severance Clause

Selections of these Rules and Regulations shall be deemed to be severable. Should any section, paragraph or provision hereof be declared by the courts to be unconstitutional or invalid, or should any section, paragraph or provision be rejected by referendum, such holdings shall not affect the validity of the balance of these Rules and Regulations, which shall be construed as if the unconstitutional, invalid or rejected portion had never been included herein.

Number of Markers

Only one (1) individual marker may be used to identify a single grave. If additional cremations are placed in a lot that already has a marker identifying an individual, then the following are options to identify additional burials are allowed.

- (a) A 6" tall base stone the same size as the maker
- (b) Up to 5 single finish makers no larger than 12" wide and 24" length
- (c) A plaque on the back of an existing marker if applicable

Marker Size

(a) The following is an index to marker sizing and is a guideline to be followed by all companies and monument dealers who deliver monuments to the cemetery. Because marker stone is a natural product, it is difficult to conform to absolute dimensions in fabrication. If a written request is made to deviate from this size guideline, the Director of Public Works and the Cemetery Board shall consider the request and issue a written response. Any marker delivered to the cemetery with oversize dimensions and without proper approval shall be unacceptable and subject to immediate removal. Therefore, a tolerance of one-half (2) inch is allowable for specific dimensions of the marker.

Maximum marker size:

<u>Type of Marker</u>	<u>Length</u>	<u>Width</u>	<u>Height</u>
Flush section Surface Markers	24"	12"	4" (below the surface)
Babyland Markers	16"	8"	8"
Single markers	36"	16"	26"
Double Memorials (with or without base)	48"	16"	32"
Single Benches w/o back	36"	22"	32"
Single Benches w/ back	36"	22"	42"
Double Benches w/o back	48"	22"	32"
Double Benches w/ back	48"	22"	42"

(b) All Family Monuments will be governed by Rule 25.

(c) Double marker: Guidelines for a double marker to be used on a lot with two (2) or more grave spaces are maximum size of forty-eight (48) inches length by sixteen (16) inches width by thirty-two (32) inches overall height. A double marker may have a base if so desired. The base must be included in the size guidelines.

Appendix C:

Special Event Policy

Enacted: 3-30-06 Revised: 11-7-22

Grand Haven is the location of choice for a great variety of public and private special events. The City controls significant public assets that are often needed to stage these events. In order to establish clear guidelines for the City administration and Council to follow when City controlled assets are requested, and in order to provide the public with a definitive statement as to the process to be followed when requesting use of public assets., this policy was adopted by the Grand Haven City Council on *November 7, 2022*.

Definitions:

Impromptu Special Events – Opportunities for positive public use of City resources with little or no advance notice, for example, a school field trip to the Public Safety Department, a Boy Scout hike through City dune property, or traffic control for a political motorcade.

Permit – Written consent issued by the Special Events and Project Manager indicating permission to hold the event pursuant to this policy.

Public Assets – City owned property, including but not limited to buildings, parks, rights of way and parking lots and City services, including but not limited to Public Works, Public Safety and administration.

Public Special Event – An event open to the general public for the benefit of public or not-for-profit entities or purposes.

Private Special Event – An event not open to the general public or an event held to generate revenue for private entities or purposes.

Recurring Special Event – A public or private special event held in consecutive years following initial City Council action approving said event.

Policy:

The Grand Haven City Council is the custodian of all Public Assets held by the City of Grand Haven. The Council is the final authority on issues relating to the use of said assets, however, through this policy, discretionary authority is granted to the City Administration to allow for specific uses of Public Assets.

The City Manager is hereby authorized to permit certain events on City property or the use of Public Assets provided such use of assets is for the benefit of the public and, in the judgment of the Manager, such use is consistent with the goals and directives of the City Council. Such administrative approval is

limited to impromptu events, recurring events, events with less than 500 attendees, and events that do not require street closures, alcohol, amplified sound outside of current City ordinances or camping.

When practical the City Manager shall forward to the City Council copies of requests for recurring special events upon receipt. City Council members with specific reservations about elements of special events may request that those applications be placed on the next City Council agenda for discussion and approval.

New special events that are not of an immediate nature and require extensive, sustained use of Public Assets shall be presented to the City Council for approval. Special events that are approved by City Council and are conducted in accordance with the terms of the approval shall be considered a recurring event in future periods. Such events may be administratively approved provided individual Council members do not request repeated review.

Procedure:

A complete application, on the form prescribed herein, and permit application fee shall be submitted to the Special Events and Project Manager. Applications must be submitted in a timely manner and adhere to the following timelines. For events occurring between May and August, event applications are due by March 1st. For events occurring outside these months' applications are due three (3) months prior to the date of the event. These dates do not apply to the Coast Guard Festival and their associated events due to the complex nature of the event. The Special Events and Project Manager shall route the request to all appropriate City departments and advisory City Boards and Commissions¹ for review and feedback. The Special Events and Project Manager will communicate to the applicant whether or not the request requires Administrative or City Council approval, anticipated timeline for review and will proceed accordingly.

City Council shall consider special event applications that request street closures, serving/selling alcohol, amplified sound or camping, at a public meeting.

The applicant will be provided notice of and should attend the meeting of the City Council at which the request will be considered. While attendance is not a requirement, City Council reserves the option to indefinitely table requests that lack desired information.

Peak season (May through August) requests are subject to Administrative discretion and applications for such times may be declined due to available City resources.

Requirements:

¹ Use of City Park or Harbor Island: Parks and Recreation Board

Use of City Cemetery: Cemetery Board

Use of Duncan Park: Duncan Park Board

Use of Downtown/Centertown: Main Street DDA Board

Others as deemed appropriate by the Special Events and Project Manager

Event Site Plan: A to scale map showing the desired location of all temporary structures, carnival rides, tents, ticket booths, tables, and the like, must be submitted with the original application materials. City staff will do their best to accommodate the request, however, utility connections and other considerations will be made prior to event site plan approval.

Insurance: Event sponsors are required to provide evidence of liability insurance coverage to the City Clerk's office demonstrating a minimum of \$1 million per occurrence. The City of Grand Haven must be named as additional insured on a policy endorsement and a copy of the endorsement shall be provided to the Special Event and Project Manager no later than two weeks before the event.

Provision of this documentation is the sole responsibility of the applicant and failure to provide such evidence of coverage shall result in the cancellation of the event.

Fees and Incidental Costs: Applicant will be assessed an application fee, which must be paid upon application submission. Additional fees will apply as determined by event location/facility, services requested, applicant residency status, or IRS designation if applicant is a business entity or non-profit.

Costs incidental to the event shall be paid by the applicant unless such activity is a commonly provided service by the City (traffic control, street sweeping, crowd control, etc.). Applications that include traffic control orders, utility connections, temporary fencing, banner placement, etc. will require a fee for staff time. Applications that include staff time outside of normal business hours will be charged an overtime rate.

City of Grand Haven and their component units hosting special events are not subject to the fees described in this policy. Non-profit organizations and City of Grand Haven residents are eligible for a fee discount per event as outlined in the City Fee Schedule. The discount only applies to the facility/location fee and not incidental costs.

Events exceeding 5 days will be charged 10% of the total actual facility/location fee plus any applicable discount as described above. Ticketed events held at Lynne Sherwood Waterfront Stadium will be charged \$1 per ticket sale with funds being deposited in an endowment at the Grand Haven Area Community Foundation.

See annual budget for Fee Schedule. Fees are reviewed annually by City Staff and City Council and are subject to change annually on July 1 and January 1.

Sanitary facilities: Placement and minimum number of portable restroom facilities, as determined by City staff, shall be provided by the applicant at their sole expense.

Garbage receptacles: Applicant shall provide the required number of garbage receptacles (barrels/dumpsters or other approved containers) at the sole expense of the applicant. Applicant shall make provisions for the periodic checking and dumping of receptacles. The Special Events and Project

Manager shall determine the type, minimum number, placement, and frequency of dumping of all receptacles. Receptacles must be cleared immediately following the event or additional fees will be applied

Clean up and damage: Applicant is responsible for returning City property to pre-event condition and agrees to compensate the City for damages or clean-up costs. A deposit may be required to cover the cost of clean-up or removal of temporary items not removed within 24 hours of the event. The Special Events and Project Manager may conduct a pre and post-event survey of City property with the applicant to verify condition of City property.

Temporary utility hook ups: Cost for all temporary utility hook ups shall be borne by the applicant. Electrical hook ups shall be installed by a licensed electrical contractor and shall be subject to inspection by the City electrical inspector. Temporary water or sanitary sewer connections may be available at the proposed site. See City Fee Schedule for current rates.

Temporary barricades: Should barricades or no parking signs be required for crowd or traffic control to accommodate special event, applicant shall be billed per barricade based on the type required. See City Fee Schedule for current rates.

Temporary structures: Absolutely NO stakes or poles are permitted to puncture City property, including parking lots, streets and parks. This includes event signage unless reviewed and approved by the Special Events and Project Manager. All tents must be removed following the event or additional fees will be applied. Applicant will be responsible for any necessary repairs to City property as determined by City staff.

Vendors on Public Property: Vendors must remove their equipment or trailers from public property within 24 hours of the conclusion of the event, or additional fees may be applied.

City Marina Parking Lot: If use of the Marina parking lot is requested, the applicant must request to reserve and pay for ten (10) parking spaces in a public parking lot to be used by marina guests.

Signs/Banners: If signs and banners are going to be displayed throughout the city, applicant must submit this as part of their initial request. All banners shall meet the City's current banner policy. Ten (10) special event yard signs may be allowed on public property provided a list of proposed sign locations has been reviewed and approved by the Special Events and Project Manager. No signs may be placed in the City right of way without this approval process. Signage cannot be placed in the median on US-31. Signage may be placed on private property with consent of the private property owner. Signs and banners may be displayed two weeks prior to the event (as space is available). Signs must be delivered three (3) weeks in advance of event to the Department of Public Works All signs and banners must be removed immediately following the event. Signs not following this policy may be removed by City staff.

Charity Walks/Triathlon's/Parades/Runs: The sponsoring organization must notify all businesses and residents along the route, one week before the event. A copy of the flier or notification must be submitted to the City before a permit is issued. Official race route signs must be used and can be picked up at the Department of Public Works, 1120 Jackson Street. A deposit is required for race signage with a portion being refunded upon return of all signs. Signs must be returned within 48 hours of the race. See current City Fee Schedule for the deposit and refund amount. Walks and runs will require two volunteers at each road crossing. If Public Safety assistance is required, a fee will be assessed for labor and equipment.

Route markings on streets, sidewalks, or parking lot surfaces can only be made using the City approved product which must be purchased through the Department of Public Works, 1120 Jackson Street. Should other marking material be used, event applicant may be ticketed and fined per Ord. No. 87-12, § 1, 7-13-87.

Concessions: All concession sales to be approved by City Council as part of the original event approval. Food vendors are subject to licensure by the Ottawa County Health Department and are required to obtain an inspection by the Fire Marshal. Food Truck vendors are inspected annually, while food vendors with tents are inspected onsite, the day of an event. Vendors shall not peddle alcohol on public property without specific City Council approval and must obtain approval from the Michigan Liquor Control Commission following City Council approval. If alcohol is served at the event, applicant certifies that volunteers are properly trained in safe serve techniques and that all legal requirements are met. Applicant shall not display lewd or offensive materials at special events.

Marine: All events are subject to approvals by the United States Coast Guard and the Army Corps of Engineers. Approval by the City does not relieve the applicant of the duty to receive permission or licensure by other public or private entities.

Event Blackout Dates: Memorial Day, 4th of July and Coast Guard Festival.