

**CITY OF GRAND HAVEN  
GRAND HAVEN, MICHIGAN  
REGULAR CITY COUNCIL MEETING  
MONDAY, SEPTEMBER 17, 2018**

The Regular Meeting of the Grand Haven City Council was called to order at 7:31 p.m. by Mayor Geri McCaleb in the Council Chambers of City Hall.

**Present:** Council Members Bob Monetza, Josh Brugger, Dennis Scott, Mike Fritz, and Mayor Geri McCaleb.

**Absent:** None.

**Others Present:** City Manager Patrick McGinnis, City Clerk Linda L. Browand, Management Intern Ashley Latsch, Public Safety Director Jeff Hawke, Facilities Manager Dan Vivian, Community Development Manager Jennifer Howland, and Public Safety Officer Mike Ercole.

**INVOCATION/PLEDGE OF ALLEGIANCE**

The invocation was given by Pastor Peter Yoshonis, All Shores Wesleyan Church, Spring Lake, and was followed by the Pledge of Allegiance as led by Mayor McCaleb.

**APPROVAL OF CONSENT AND REGULAR AGENDAS**

**18-254** Moved by Council Member **Scott**, seconded by Council Member **Monetza**, to approve the consent and regular agendas, as amended. This motion carried unanimously.

Council Member Scott asked that the final resolution for the purchasing policy ordinance be added to the regular agenda.

**GENERAL BUSINESS/CALL TO AUDIENCE**

Mayor McCaleb made a call to the audience, allowing audience members to address Council on any issue.

County Commissioner Roger Bergman introduced Ms. Abby Oliver, Healthy and Productive Michigan. Ms. Oliver presented a proposed resolution for council to consider opposing the legalization of recreational marijuana.

**Regular City Council Meeting**  
**September 17, 2018**  
**Page 2**

Ms. Sharon Yonker, Bucs pride board member, stated the group had a cancer awareness program with the area schools. The group had “purple events” now at sporting events; delivered “cancer baskets” to cancer patients; helped fund cancer retreats; had lift chairs available; and urged people to sign up as bone marrow donors.

Ms. Jan O’Connell, Grand Rapids resident and member of the Sierra Club, felt the BLP rate study was not accurate.

Community Development Manager Howland introduced her daughter who was present as part of her requirements to earn her Girl Scout Community Badge.

**CONSENT AGENDA**

**18-255** Moved by Council Member **Fritz**, seconded by Council Member **Scott**, to approve the bills memo in the amount of \$4,384,386.11. This motion carried with a vote of 4 to 1. In favor: Scott, Fritz, Monetza, and McCaleb. (Attachment A)

Council Member Fritz noted that tax pass-through dollars made up a large portion of the amount.

**18-256** Moved by Council Member **Fritz**, seconded by Council Member **Scott**, to proclaim September as General Aviation Month in the City of Grand Haven. This motion carried with a vote of 4 to 1. In favor: Scott, Fritz, Monetza, and McCaleb. Opposed: Brugger. (Attachment B)

Council Member Monetza was concerned there was lobbying hidden in the proclamation.

Council Member Brugger was not comfortable voting in favor of this proclamation.

Mayor McCaleb noted that passing these types of proclamations were routine and were generally lobbying for something.

**NEW BUSINESS**

**18-257** Moved by Council Member **Scott**, seconded by Council Member **Fritz**, to approve the 2017 Ottawa County Hazard Mitigation Plan. This motion carried unanimously. (Attachment C)

**Regular City Council Meeting**  
**September 17, 2018**  
**Page 3**

Public Safety Director Hawke introduced the new Ottawa County Emergency Manager Nick Bonstell.

Mr. Bonstell reported the Hazard Mitigation Plan would allow both Kent and Ottawa Counties to apply for hazard mitigation grant funds. The plan would be revised in four years and would be on a five-year plan. The next plan would be more individualized for each community since they were not all the same.

**18-258** Moved by Council Member **Fritz**, seconded by Council Member **Scott**, to accept the quote from Lumca, Inc., Quebec, Canada, with Michigan Lighting Systems West, Grand Rapids, Michigan, producing shop drawings and coordinating shipping for the purchase of four new light poles for improvements to Bolt Park in the amount of \$5,763.44. This motion carried unanimously.

Facilities Manager Vivian reported the purchase was for the complete assemblies but did not include installation cost. Most of the installation would be performed by City staff. The actual purchase would not occur until a photometric survey was done to determine what lumens would be needed. This style of pole would be the standard for use in the city parks.

City Manager McGinnis added that funding was primarily by Rotary and the Loutit Foundation.

**18-259** Moved by Council Member **Fritz**, seconded by Council Member **Monetza**, to accept the quote from Kendal Electric, Inc., Muskegon, Michigan, for the purchase of five replacement light poles for the boulevard on Harbor Drive, in the amount of \$14,754. This motion carried unanimously.

Facilities Manager Vivian reported these poles were LED fixtures and were similar in appearance to those already in use. This purchase was strictly the cost for the poles.

**18-260** Moved by Council Member **Fritz**, seconded by Council Member **Scott**, to accept the quote from Premier Door Company, Stewart, Minnesota, for the purchase and installation of a new single swing door for the community hangar at the Grand Haven Municipal Airport in the amount of \$38,270.50 and authorize the Mayor and City Clerk to execute the necessary documents. This motion carried unanimously.

Facilities Manager Vivian noted the door did not rely on the building for structural framing and used minimal electrical power to operate.

Airport Board Chair Ennenga stated the hangar had been at the airport since the 1950s and he believed the current door was the original. The airport had a great tenant and the hangar needed an operational door.

City Manager McGinnis reported the replacement door expense would be covered by insurance for storm damage from last year. In response to a question from Council Member Brugger, MDOT would be at the October 1 council meeting to present an economic impact report on the airport.

Council Member Brugger stated he would support the purchase since it was to be paid with insurance money and the tenant had a five-year lease agreement.

#### **UNFINISHED BUSINESS**

**18-261** Moved by Council Member **Fritz**, seconded by Council Member **Monetza**, to approve the final resolution amending Sections 2-139 through 2-142 of the Grand Haven Code of Ordinances to amend the City's purchasing procedure. This motion carried unanimously. (Attachment D)

#### **REPORTS BY CITY COUNCIL**

Council Member Monetza attended the Planning Commission meeting last week during which the proposed hotel behind Applebee's was discussed. The final development plan was approved. Also approved was a minor modification to Pere Marquette Place.

Council Member Brugger was pleased to see additional public parking included on the layout for the Stanco Property. He had yet to hear anything on workforce affordable housing. He thanked City Manager McGinnis for handling the issue with two missing park benches. The benches would be placed sometime this fall.

Council Member Scott was pleased the two manholes were repaired on Gidley Bridge.

Council Member Fritz attended the Salmon Festival and understood it had been very successful. He also attended the Cops & Rodders event held at the high school for Shield of Hope.

Mayor McCaleb attended the NORA meeting and remind council that a retirement open house would be held for Jill VanderStel at Mulligan's Lodge on September 20. Mayor McCaleb thanked the core group of people from the various organizations who held 9-1-1 memorials.

Salmon Festival was well attended, even with the construction on Harbor Drive. She would be attending the Michigan Municipal League convention later in the week.

## **REPORT BY CITY MANAGER**

### Printer Analysis Report

City Manager's Office Intern Latsch reviewed the information provided in the agenda packet. Her recommendation was for the City to lease future printers from both Applied Imaging and Michigan Office Solutions (MOS). Proposed rates would be locked in for five years.

City Manager McGinnis believed this option was a very efficient way to go. A lease with MOS would be on the October 1 council agenda.

Council Member Monetza thought the trend now was to lease instead of buy printers.

### BLP Rate Comparison

A rate comparison was done through the city managers' list serve. The conclusion made was that Grand Haven's rates were average at most. City Manager McGinnis was impressed with the BLP keeping competitive rates.

Council Member Monetza noted it was hard to compare rates due to different charges included. The BLP had lowered their rates after paying off their mortgage.

### Lynne Sherwood Waterfront Stadium Booking

City Manager McGinnis reported that it was in the City's best interest to cautiously book the space for events next summer and limit the number of concerts. He proposed the City prepare a slate of concert dates, price points, and possible artists for a concert series. He would like to stick to the integrity of the musical fountain and ensure concerts were completed before the fountain started.

Council Member Fritz suggested part of the ticket price be designated to go to a fund for stadium upkeep to keep the integrity of the venue.

Mayor McCaleb agreed it would be a good idea to get a policy in place. The stadium was a great venue but the neighbors/neighborhood needed to be respected.

**Regular City Council Meeting**  
**September 17, 2018**  
**Page 6**

Michigan Municipal League Convention

City Manager McGinnis stated he and council members interested could carpool. On Thursday they would leave City Hall at 7:30 a.m. and at 8:00 a.m. on Friday. A carpool could also be arranged for Saturday.

Stanco Property – Workforce Housing


The City had requested during the initial presentation for the Stanco property was improved parking, increased tax base generation, and a nod for workforce housing. The most recent submission came back with some level of all three requests. The plan was still a work in progress.

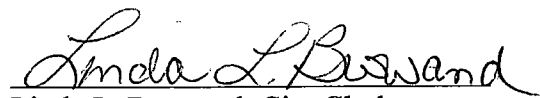
**GENERAL BUSINESS/CALL TO AUDIENCE**

Mayor McCaleb made a call to the audience, allowing audience members to address Council on any issue. There was no response.

**ADJOURNMENT**

After hearing no further business, Mayor McCaleb adjourned the meeting at 9:12 p.m.

  
\_\_\_\_\_  
Geri McCaleb, Mayor

  
\_\_\_\_\_  
Linda L. Browand, City Clerk

**Regular City Council Meeting  
September 17, 2018  
Page 7**

**Attachment A**

To: Patrick McGinnis, City Manager  
From: James Bonamy, Finance Director  
Date: 9/17/2018  
RE: Bills From Payables Warrant



FUND NUMBER	FUND NAME	September 13, 2018 WARRANT	September 7, 2018 WARRANT	VOIDS	TOTALS
101	General Fund	\$108,172.94	\$47,249.67	\$0.00	\$155,422.61
202	Major Street Fund	\$22,219.89	\$2,290.81	\$0.00	\$24,510.70
203	Local Street Fund	\$10,039.37	\$2,290.81	\$0.00	\$12,330.18
225	Land Acquisition Fund	\$0.00	\$0.00	\$0.00	\$0.00
236	Main St' Dist. Dev	\$125.00	\$1,200.00	\$0.00	\$1,325.00
251	Econ. Dev. Corp. Fund	\$0.00	\$0.00	\$0.00	\$0.00
252	Brownfield Redevelopment Fund	\$0.00	\$0.00	\$0.00	\$0.00
253	Hokins Boat Storage TIF	\$0.00	\$0.00	\$0.00	\$0.00
254	Downtown TIF	\$0.00	\$0.00	\$0.00	\$0.00
255	GLTIF Spec Rev Fund	\$0.00	\$0.00	\$0.00	\$0.00
256	UTGO Inf Spec Rev Fund	\$0.00	\$0.00	\$0.00	\$0.00
257	LTGO Bond Rev Fund	\$0.00	\$0.00	\$0.00	\$0.00
258	2015 UTGO Bond Rev	\$0.00	\$0.00	\$0.00	\$0.00
275	Housing Fund	\$0.00	\$122.75	\$0.00	\$122.75
276	LightHouse Maintenance Fund	\$0.00	\$38,977.00	\$0.00	\$38,977.00
310	Assessment Bond Fund	\$0.00	\$0.00	\$0.00	\$0.00
351	Operating Debt Fund	\$0.00	\$0.00	\$0.00	\$0.00
352	Brownfield TIF Debt	\$0.00	\$0.00	\$0.00	\$0.00
353	Downtown TIF Debt	\$0.00	\$0.00	\$0.00	\$0.00
355	GLTIF Debt Serv Fund	\$0.00	\$0.00	\$0.00	\$0.00
356	UTGO Inf Debt Fund	\$0.00	\$0.00	\$0.00	\$0.00
357	LTGO Debt	\$300.00	\$0.00	\$0.00	\$300.00
358	2015 UTGO Bond Debt Fund	\$0.00	\$0.00	\$0.00	\$0.00
369	Building Auth Debt Fund	\$0.00	\$0.00	\$0.00	\$0.00
401	Public Improvements Fund	\$19,387.42	\$426,805.17	\$0.00	\$446,192.59
402	Fire Truck Replacement Fund	\$0.00	\$0.00	\$0.00	\$0.00
403	Brownfield TIF Const	\$0.00	\$0.00	\$0.00	\$0.00
404	Downtown TIF Const	\$0.00	\$0.00	\$0.00	\$0.00
455	G/L TIF Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00
456	UTGO Inf Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00
457	LTGO Bond Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00
458	2015 UTGO Bond Inf Fund	\$37,699.95	\$4,837.50	\$0.00	\$42,537.45
469	Building Auth. Fund	\$0.00	\$0.00	\$0.00	\$0.00
581	Airpark Fund	\$16,142.84	\$339.16	\$0.00	\$16,482.00
582	Chinook Pier Rental Fund	\$0.00	\$0.00	\$0.00	\$0.00
588	Harbor Transit Fund	\$9,912.94	\$26,323.30	\$331.07	\$35,905.17
590	City Sewer Fund	\$5,346.17	\$8,236.87	\$0.00	\$13,583.04
591	City Water Fund	\$9,188.28	\$114,353.49	\$0.00	\$123,541.77
594	City Marina Fund	\$7,694.63	\$1,490.04	\$0.00	\$9,184.67
661	Motorpool Fund	\$8,659.13	\$26,769.45	\$0.00	\$35,428.58
677	Self Insurance Fund	\$0.00	\$0.00	\$0.00	\$0.00
679	Health Benefit Fund	\$0.00	\$175.00	\$0.00	\$175.00
701	Trust & Agency Fund	\$0.00	\$0.00	\$0.00	\$0.00
703	Tax Collection Fund	\$10,689.33	\$3,077,703.46	\$0.00	\$3,088,392.79
711	Cemetery Fund	\$0.00	\$0.00	\$0.00	\$0.00
731	Retirement Health Fund	\$0.00	\$0.00	\$0.00	\$0.00
750	Payroll Fund	\$0.00	\$0.00	\$0.00	\$0.00
800	Sewer Authority Operations	\$67.06	\$27,249.35	\$0.00	\$27,316.41
800	Sewer Authority SL Force Mn	\$0.00	\$52,498.97	\$0.00	\$52,498.97
800	Sewer Authority Plant Mod	\$0.00	\$27,052.47	\$0.00	\$27,052.47
800	Sewer Authority Debt	\$0.00	\$0.00	\$0.00	\$0.00
805	Harbor Trolley LLC	\$0.00	\$188.82	\$0.00	\$188.82
810	NOWS Operating	\$60,867.05	\$5,903.06	\$0.00	\$66,770.11
810	NOWS Plant Debt	\$0.00	\$166,148.03	\$0.00	\$166,148.03
810	NOWS Replacement	\$0.00	\$0.00	\$0.00	\$0.00
		<b>\$326,512.00</b>	<b>\$4,058,205.18</b>	<b>\$331.07</b>	<b>\$4,384,386.11</b>

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

\$4,384,386.11 Total Approved Bills  
 \$3,088,567.79 Minus eligible bills for release without prior approval: including Utility,  
 Retirement, Insurance, Health Benefit, and Tax Collection Funds  
 \$1,295,818.32

**Attachment B**

**CITY OF GRAND HAVEN  
GRAND HAVEN, MICHIGAN  
PROCLAMATION  
General Aviation Appreciation Month 2018**

**WHEREAS**, the City of Grand Haven in the state of Michigan has a significant interest in the continued vitality of general aviation, aircraft manufacturing, aviation educational institutions, aviation organizations and community airports; and,

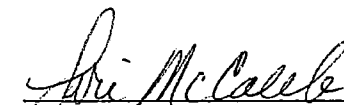
**WHEREAS**, general aviation and the Grand Haven Memorial Airpark have an economic impact on the City of Grand Haven; and,

**WHEREAS**, Michigan is home to 211 general aviation airports, which serve 13,774 pilots and 5,366 active general aviation aircraft; and,

**WHEREAS**, Michigan is home to 116 fixed-base operators, 89 repair stations, 105 heliports, 9 FAA-approved pilot schools, 2,466 flight students and 2,679 flight instructors; and,

**WHEREAS**, general aviation not only supports Michigan's economy, it improves overall quality of life by supporting emergency medical and healthcare services, law enforcement, firefighting and disaster relief, and by transporting business travelers to their destinations quickly and safely; and,

**NOW THEREFORE**, I, Geri McCaleb, Mayor of the City of Grand Haven, do hereby proclaim general aviation a vital strategic resource to the City of Grand Haven and declare September as **GENERAL AVIATION APPRECIATION MONTH** in the City of Grand Haven.

  
\_\_\_\_\_  
Geri McCaleb, Mayor  
September 17, 2018



**Attachment C**

Regular City Council Meeting  
September 17, 2018

**Hazard Mitigation Plan Adoption  
Resolution No. 18-257**

Whereas, the City of Grand Haven, Michigan has experienced risks that may damage commercial, residential and public properties, displace citizens and businesses, close streets and impair infrastructure, and present general public health and safety concerns; and

Whereas, Ottawa County has prepared a *Hazard Mitigation Plan* that outlines the community's options to reduce damages and impacts from natural and technological hazards;

And

Whereas, *the Hazard Mitigation Plan* has been received by community residents, business owners, and federal, state and local agencies, and has been revised where appropriate to reflect their concerns;

Now, therefore, be it resolved that:

The Kent and Ottawa County *Hazard Mitigation Plan* is hereby adopted as the official plan of the City of Grand Haven.

Passed this 17th day of September 2018.

**CERTIFICATE**

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Grand Haven, Ottawa County, Michigan, at a regular meeting held on September 17, 2018, and that notice of the meeting was given pursuant to Act 267, Public Acts of Michigan, 1976, as amended.

  
Linda L. Browand, City Clerk

**Attachment D**

**CITY OF GRAND HAVEN  
OTTAWA COUNTY, MICHIGAN  
ORDINANCE NO. 18-07**

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

The City of Grand Haven Ordains:

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

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

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

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

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

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

- (a) No purchase in an amount exceeding fifteen thousand dollars (\$15,000.00) shall be made, except on the approval of the city council. Purchases below fifteen thousand dollars (\$15,000.00) may be made without prior council approval but must be approved under the purchasing policy before purchase, except as provided in section 2-139 (emergency purchases).

No purchase shall be made in an amount exceeding five thousand dollars (\$5,000.00) unless an opportunity for submission competitive quotations to the city manager has been made, except where only a single source for the purchase exists.

If the total purchase is greater than fifteen thousand dollars (\$15,000.00), in accepting other than the lowest quote, the city council may give preference to local vendors over non-local vendors if the quote falls within a variance established by council, in accordance with provisions of a purchasing policy, which may be adopted from time to time by resolution of council.

If the total purchase is fifteen thousand dollars (\$15,000.00) or less, in accepting other than the lowest quote, the city manager may give preference to local vendors over non-local vendors if the quote falls within a variance established by council, in accordance with provisions of a purchasing policy, which may be adopted from time to time by resolution of council.

When the amount involved exceeds fifteen thousand dollars (\$15,000.00), sealed bids shall be requested and received, except where only a single source for the purchase is reasonably available, as determined in the discretion of the city manager. All sealed bids shall be opened in public in the council room by the city clerk or designee and a representative of the department affected. All sealed bids shall be tabulated by the city clerk's office and referred to the council at a regular meeting or at a special meeting called for the purpose of considering such bids. The council reserves the right to accept

**Regular City Council Meeting  
September 17, 2018  
Page 11**

or reject any and all bids if deemed advisable. In each case, the award for purchases on bids shall be to the lowest and best bidder competent to furnish the materials, supplies or services on which the bid is based. If the council shall accept any bid other than the lowest bid according to specifications, the reason for such action shall be set forth in the resolution accepting such bids.

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

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

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

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

YEAS: Scott, Fritz, Monetza, Bruggger, and McCaleb  
NAYS: NONE  
ABSTAIN: NONE  
ABSENT: NONE

**CERTIFICATION**

I certify this true and complete copy of Ordinance No. 18-07 adopted at a Regular Meeting of the Grand Haven City Council held on September 17, 2018.

Linda L. Browand  
Linda L. Browand, City Clerk

Introduced: September 4, 2018  
Adopted: September 17, 2018  
Published: October 1, 2018  
Effective: October 7, 2018