



**CITY OF GRAND HAVEN  
GRAND HAVEN, MICHIGAN**  
**AGENDA FOR**  
**REGULAR COUNCIL MEETING**  
**GRAND HAVEN CITY HALL\***  
**COUNCIL CHAMBERS**  
**519 WASHINGTON AVE**  
**MONDAY, JANUARY 5, 2026**  
**7:30 PM**

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

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

**10. PRESENTATION**

**11. CONSENT AGENDA**

**ATTACHMENT A**

- A. Approve the Special Work Session and Regular Council meeting minutes for December 15, 2025, and the Special Work Session meeting minutes for December 17<sup>th</sup>, 2025.**
- B. Approve the bills memo in the amount of \$2,022,810.37.**

**12. UNFINISHED BUSINESS**

**13. PUBLIC HEARING****ATTACHMENT B**

- A. The Mayor opens a public hearing regarding a resolution for the Principal Shopping district to continue program established by Special Assessment Districts 597, 601, & 604, the results of which were submitted to the City Council on October 19, 2015, November 2, 2020 and January 19, 2021.
- B. Mayor closes the public meeting.
- C. Consideration by City Council of a resolution to approve the Principal Shopping district to continue program established by Special Assessment Districts 597, 601, & 604, the results of which were submitted to the City Council on October 19, 2015, November 2, 2020 and January 19, 2021.

**14. NEW BUSINESS****ATTACHMENT C**

- A. Consideration by City Council of a resolution to approve the proposal in the budgeted amount of \$104,887.00 from West Michigan Instrumentation for materials and services needed to update the Northwest Ottawa Filtration Plant Supervisory Control and Data Acquisition (SCADA) hardware and software package and authorize the Mayor and City Clerk to execute the necessary documents.

NOWS Board recommends approval.  
Administration recommends approval.

**15. CORRESPONDENCE & BOARD MEETING MINUTES****ATTACHMENT D**

- A. Airport Board Meeting Minutes of October 28, 2025
- B. Board of Light and Power October 16, 2025, and November 20, 2025
- C. Cemetery Meeting Minutes of July 14, 2025, August 11, 2025, September 08, 2025, and October 13, 2025
- D. Duncan Park Commission Meeting Minutes of October 21, 2025, and November 18, 2025
- E. Mainstreet Downtown Development meeting minutes of October 9, 2025
- F. Musical Fountain meeting minutes of September 10, 2025
- G. North Ottawa Recreation Authority meeting minutes of June 19, 2025
- H. Parks & Recreation meeting minutes of September 3, 2025
- I. Planning Commission meeting minutes of November 11, 2025

**16. REPORT BY CITY COUNCIL****17. REPORT BY CITY MANAGER**

## **18. CALL TO AUDIENCE-SECOND OPPORTUNITY**

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

## **19. CLOSED SESSION**

- A. Consideration by City Council to go into closed session to consider a confidential legal opinion, pursuant to 15.268 Closed sessions; permissible purposes, Sec. 8(1)(h) of the Open Meetings Act.
- B. Consideration by City Council to come out of closed session.

## **20. ADJOURNMENT**

# Attachment

# A

**CITY OF GRAND HAVEN  
GRAND HAVEN, MICHIGAN  
SPECIAL CITY COUNCIL WORK SESSION  
MONDAY, DECEMBER 15, 2025**

The Special Work Session of the Grand Haven City Council was called to order at 7:00 p.m. by Mayor Bob Monetza in the Council Chambers of Grand Haven City Hall at 419 Washington Ave, Grand Haven, MI 49417.

**Present:** Council Members Mike Fritz, Sarah Kallio, Erin Lyon, Mayor Pro-tem Mike Dora, and Mayor Bob Monetza.

**Absent:** None.

**Others Present:** City Manager Ashley Latsch, City Clerk Maria Boersma, Assistant City Manager Dana Kollewehr, Finance Director Emily Greene, and Public Safety Director Nichole Hudson.

**PRESENTATION**

Veronica LaBar of MERS of Michigan presented on Funding Defined Benefit Plans. The presentation included general information and city-specific information. All City of Grand Haven Defined Benefit Plans were closed to all new employees in July 2022. Employees hired prior to closing the plans remain in the Defined Benefit Plans. Defined Benefit Plans are funded by the employer, employees, and investment performance. The City of Grand Haven also opened a surplus division with MERS to pay additional voluntary contributions to the plans. Paying extra to this division helps raise the funding level of the plan without affecting the future actuarially determined contributions. This allows the city to improve funding levels of the defined benefit plans more quickly.

**ADJOURNMENT**

Mayor Monetza adjourned the meeting at 7:30 p.m.

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Robert Monetza, Mayor

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Maria Boersma, City Clerk

**CITY OF GRAND HAVEN  
GRAND HAVEN, MICHIGAN  
REGULAR CITY COUNCIL MEETING  
MONDAY, DECEMBER 15, 2025**

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

**Present:** Council Members Mike Fritz, Sarah Kallio, Erin Lyon, Mayor Pro-tem Mike Dora, and Mayor Bob Monetza.

**Absent:** None.

**Others Present:** City Manager Ashley Latsch, City Clerk Maria Boersma, Assistant City Manager Dana Kollewehr, Finance Director Emily Greene, Public Safety Director Nichole Hudson, and City Planner Brian Urquhart.

**INVOCATION/PLEDGE OF ALLEGIANCE**

Reverend Michael Hughes, St. Matthew Lutheran Church.

**APPOINTMENTS**

**25-235** Council Member **Fritz** moved, seconded by Mayor Pro-tem **Dora**, to appoint the following:

Estrellita Bazuin, Human Relations Commission, term ending June 30, 2028.  
Leya Ramey, Compensation, Commission, term ending December 31, 2028.

Roll Call Vote:

**This motion carried unanimously.**

**APPROVAL OF CONSENT AND REGULAR AGENDAS**

**25-236** Council Member **Lyon** moved, seconded by Council Member **Kallio**, to approve the agendas as presented.

Roll Call Vote:

**This motion carried unanimously.**

**CONTINUATION OF WORK SESSION**

Veronica LaBar of MERS continued her presentation and answered questions from City Council.

**FIRST CALL TO AUDIENCE**

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**Josh Brugger, Ottawa County Commissioner, District 10:** Shared a year-end update for Ottawa County.

**Jim Hagen, 400 Lake:** Commented on the former Diesel Plant and the pending project for the property.

**CONSENT AGENDA.**

**25-237** Approve the Special Work Session and Regular City Council Meeting Minutes for December 1, 2025.

**25-238** Approve the bill's memo in the amount of \$543995.15.

**Attachment A**

**25-239** Approve the terms of MDOT AERO Sponsor Grant 2026-0052, in the amount of \$63,000.00 for Design: Six Nested T-Hangers at the Grand Haven Memorial Airport, and authorize the Mayor and City Clerk to execute the necessary documents.

**25-240** Consideration by City Council of a resolution to approve HDR Task Order 018 – Facility Evaluation Report Phase I in the not-to-exceed amount of \$51,672.00, contingent upon Board of Light and Power approval at the December 18, 2025, Board Meeting, and authorize the Mayor and City Clerk to execute the necessary documents.

**25-241** Consideration by City Council of a resolution to approve a Professional Engineering Services Agreement with Prein & Newhof, in the not-to-exceed amount of \$8,000.00 for identifying potential trees that violate air space and authorize the Mayor and City Clerk to authorize the necessary documents.

Mayor Pro-tem **Dora** moved, seconded by Council Member **Fritz**, to approve the Consent Agenda as presented.

Roll Call Vote:

**This motion carried unanimously.**

**UNFINISHED BUSINESS**

**25-242** Council Member **Fritz** moved, seconded by Council Member **Lyon**, to approve a Memorandum of Understanding with Ottawa County and participating municipalities for LexisNexis Services and authorize the Mayor and City Clerk to execute the necessary documents.

Roll Call Vote:

**This motion carried unanimously.**

**NEW BUSINESS**

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**25-243** Mayor Pro-tem **Dora** moved, seconded by Council Member **Lyon**, to approve a resolution to award a bid to Life EMS as the future ambulance provider for the City of Grand Haven and authorize staff to proceed with contract negotiations in conjunction with our regional fire partners.

Roll Call Vote:

**This motion carried unanimously.**

**25-244** Council Member **Fritz** moved, seconded by Council Member **Lyon**, to approve a resolution to authorize the City Manager to prepare a survey and report showing the Principal Shopping District improvement.

Roll Call Vote:

**This motion carried unanimously.**

**25-245** Mayor Pro-tem **Dora** moved, seconded by Council Member **Kallio**, to approve a Lighthouse Management and Operations Agreement with the Grand Haven Lighthouse Conservancy and authorize the Mayor and City Clerk to execute the necessary documents.

Roll Call Vote:

**This motion carried unanimously.**

**25-246** Council Member **Fritz** moved, seconded by Council Member **Kallio**, to approve a resolution for a Letter Agreement with the US Army Corps of Engineers and pay the associated fee of \$7,705.00 for the City of Grand Haven's continuing use of a storm sewer main on Federal property and authorize the Mayor and City Clerk to execute the necessary documents.

Roll Call Vote:

**This motion carried unanimously.**

**25-247** Council Member **Fritz** moved, seconded by Mayor Pro-tem **Dora**, to approve a professional services agreement with McKenna for the Centertown Vision Plan update in the not-to-exceed amount of \$20,004.00 and authorize the Mayor and City Clerk to sign the necessary documents.

Roll Call Vote:

**This motion carried unanimously.**

**REPORT BY CITY COUNCIL**

Council Member Fritz wished everyone Happy Holidays and encouraged everyone to attend the New Year's Eve Ball Drop Event Downtown.

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Council Member Lyon offered condolences to all the friends and loved ones of the four community members who passed away over the weekend.

Council Member Kallio also shared condolences to the families of the four individuals who passed away over the weekend and wished everyone Happy Holidays.

Mayor Pro-tem Dora shared that he attended the Jingle Bell Parade and the Flahive Memorial and wished everyone Happy Holidays.

Mayor Monetza also shared condolences to the families of the four individuals who passed away over the weekend and wished everyone Happy Holidays.

**CITY MANAGER REPORT**

City Manager Latsch shared that the City Council Strategic Planning Session will be taking place on December 17th at 5:00 p.m.

**CALL TO AUDIENCE SECOND OPPORTUNITY**

**Jim Hagen, 400 Lake:** Commented on the former Diesel Plant and the pending project for the property.

**ADJOURNMENT**

After hearing no further business, Mayor Monetza adjourned the meeting at 8:37 p.m.

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Robert Monetza, Mayor

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Maria Boersma, City Clerk

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Attachment A

To: Ashley Latsch, City Manager  
From: Emily Greene, Finance Director *ER*

CM Date: 12.15.25

RE: Bills From Payables Warrant

NEW FUND NUMBER	FUND NAME	WARRANT 12.10.25	ACH WARRANT 12.10.25	CREDIT CARD WARRANT 12.09.25	TOTALS
101	General Fund	\$74,209.76	\$32,297.07	\$4,578.81	\$111,085.64
151	Cemetery Fund	\$0.00	\$0.00	\$0.00	\$0.00
202	Major Street Fund	\$24.31	\$433.67	\$25.06	\$483.04
203	Local Street Fund	\$47,191.15	\$0.00	\$0.00	\$47,191.15
225	Land Acquisition Fund	\$0.00	\$0.00	\$0.00	\$0.00
242	Brfd LSRRF TIF	\$0.00	\$0.00	\$0.00	\$0.00
243	Brownfield Redevelopment Fund	\$0.00	\$0.00	\$0.00	\$0.00
244	Econ. Dev. Corp. Fund	\$0.00	\$0.00	\$0.00	\$0.00
245	Downtown TIF	\$0.00	\$0.00	\$0.00	\$0.00
246	GLTIF Spec Rev Fund	\$0.00	\$0.00	\$0.00	\$0.00
248	Main St Dist Dev	\$1,663.72	\$286.94	\$424.32	\$2,374.98
272	UTGO Inf Spec Rev Fund	\$0.00	\$0.00	\$0.00	\$0.00
273	LTGO Bond Rev Fund	\$0.00	\$0.00	\$0.00	\$0.00
274	2015 UTGO Bond Rev	\$0.00	\$0.00	\$0.00	\$0.00
276	LightHouse Maintenance Fund	\$0.00	\$25,000.00	\$0.00	\$25,000.00
278	Community Land Trust	\$0.00	\$0.00	\$10.00	\$10.00
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
355	GLTIF Debt Serv Fund	\$0.00	\$0.00	\$0.00	\$0.00
369	Building Auth Debt Fund	\$0.00	\$0.00	\$0.00	\$0.00
372	UTGO Inf Debt Fund	\$0.00	\$0.00	\$0.00	\$0.00
373	LTGO Debt	\$0.00	\$0.00	\$0.00	\$0.00
374	2015 UTGO Bond Debt Fund	\$0.00	\$0.00	\$0.00	\$0.00
384	2020 LTGO Bond - Warber Drain	\$0.00	\$0.00	\$0.00	\$0.00
394	Downtown TIF Debt	\$0.00	\$0.00	\$0.00	\$0.00
401	Public Improvements Fund	\$2,150.60	\$81,935.44	\$0.00	\$84,086.04
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
410	Harbor Island	\$0.00	\$0.00	\$104.79	\$104.79
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	\$0.00	\$0.00	\$0.00	\$0.00
469	Building Auth. Fund	\$0.00	\$0.00	\$0.00	\$0.00
508	North Ottawa Rec Authority	\$0.00	\$0.00	\$461.68	\$461.68
509	Sewer Authority Operations	\$7,102.74	\$23,371.66	\$1,096.87	\$31,571.27
509	Sewer Authority SL Force Mr	\$0.00	\$0.00	\$0.00	\$0.00
509	Sewer Authority Plant Mod.	\$0.00	\$0.00	\$0.00	\$0.00
509	GH/SL SA-2013 Debt	\$0.00	\$0.00	\$0.00	\$0.00
509	GH/SL SA-SLPS/Force Main Debt	\$0.00	\$0.00	\$0.00	\$0.00
509	GH/SL SA-Local Lift Station Debt	\$0.00	\$0.00	\$0.00	\$0.00
509	GH/SL SA-2018 Plant Debt	\$0.00	\$0.00	\$0.00	\$0.00
510	NOWS Operating	\$10,582.65	\$31,073.16	\$774.67	\$42,430.48
510	NOWS Plant Debt	\$0.00	\$0.00	\$0.00	\$0.00
510	NOWS Replacement	\$0.00	\$0.00	\$0.00	\$0.00
535	Housing Fund	\$0.00	\$0.00	\$0.00	\$0.00
572	Chinook Pier Rental Fund	\$0.00	\$0.00	\$0.00	\$0.00
581	Airpark Fund	\$48.85	\$982.78	\$0.00	\$1,031.63
590	City Sewer Fund	\$16,372.92	\$928.99	\$119.91	\$17,421.82
591	City Water Fund	\$15,939.73	\$4,053.26	\$25.06	\$20,018.05
594	City Marina Fund	\$153.98	\$1,133.97	\$453.75	\$1,741.70
597	City Boat Launch Fund	\$40.03	\$0.00	\$0.00	\$40.03
661	Motorpool Fund	\$3,798.63	\$18,643.00	\$38.98	\$22,480.61
677	Self Insurance Fund	\$0.00	\$0.00	\$0.00	\$0.00
678	OPEB/Retiree Benefits Fund	\$2,518.90	\$0.00	\$0.00	\$2,518.90
679	Health Benefit Fund	\$0.00	\$0.00	\$0.00	\$0.00
701	Trust & Agency Fund	\$0.00	\$0.00	\$0.00	\$0.00
703	Tax Collection Fund	\$17,893.22	\$116,050.12	\$0.00	\$133,943.34
704	Payroll Fund	\$0.00	\$0.00	\$0.00	\$0.00
		\$199,691.19	\$336,190.06	\$8,113.90	\$543,995.15

\$543,995.15 Total Approved Bills

\$136,462.24 Minus eligible bills for release without prior approval: including Utility,  
\$407,532.91 Retirement, Insurance, Health Benefit, and Tax Collection Funds

**CITY OF GRAND HAVEN  
GRAND HAVEN, MICHIGAN  
SPECIAL CITY COUNCIL WORK SESSION  
WEDNESDAY DECEMBER 17, 2025**

The Special Work Session of the Grand Haven City Council was called to order at 5:00 p.m. by Mayor Bob Monetza in the Council Chambers of City Hall, 519 Washington Ave.

**Present:** Council Members Mike Fritz, Sarah Kallio, Erin Lyon, Mayor Pro-tem Mike Dora, and Mayor Bob Monetza.

**Absent:** None.

**Others Present:** City Manager Ashley Latsch, City Clerk Maria Boersma, Assistant City Manager Dana Kollewehr, Finance Director Emily Greene, Public Safety Chief Nichole Hudson, and Public Works Director Michael England.

**PRESENTATIONS**

City Manager Ashley Latsch presented the achievements of fiscal year 2025/2026 and the results of the Community Budget Survey. **Attachment A**

**COUNCIL DISCUSSION**

City Council members shared their goals for the City in Fiscal Year 2026/2027. Key topics that were discussed included going out to bid for contracted city services, working with partners to seek more affordable housing opportunities, the return of city-wide sidewalk plowing, increasing code enforcement presence and fines, continuing overpayments to MERS without cutting other services, continuing to seek outside grants/funds for remediation on Harbor Island, and evaluating building updates starting with Public Safety.

**CALL TO THE AUDIENCE**

**ADJOURNMENT**

After hearing no further business, Mayor Monetza adjourned the meeting at 7:30 p.m.

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Robert Monetza, Mayor

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Maria Boersma, City Clerk

# City of Grand Haven Year in Review

2025 Highlights



**Forest Management**  
 Implemented the City's Forest Management Plan and allocated over \$160,000 towards treating trees within the City's Urban Forests.



**Economic Development**  
 Facilitated the most anticipated local investment in decades: the Downtown Hotel, Chinook Pier, South Village, and the Westwind (Columbus) Project, alone will result in over \$132 million in investment.



**Pension Liability**  
 Contributed \$384,000 in a strategic overpayment plan to begin reducing the City's pension liability.



**Deer Management**  
 Approved a deer management plan to begin addressing issues relating to reforestation within the City's Urban Forests.



**Chinook Pier**  
 Completed an RFP process inclusive of robust public engagement for the award of a land lease to a development team for the redevelopment of Chinook Pier.



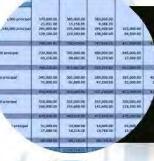
**Dredging Challenges**  
 Worked collaboratively with State and Federal legislators and agencies to navigate regulatory issues and successfully secure inner harbor dredging in 2025.



**Harbor Island Remediation**  
 Public engagement continues. The City and BLP recently completed a major first step in the project, with the cleanup of the Coal Yard.



**Lakeshore Advantage**  
 Revamped Economic Development services and contracted with Lakeshore Advantage.



**Grant Funding**  
 In the previous year staff has secured or been awarded over **\$4 million** in local, state and federal grant funding for projects in the City of Grand Haven.



**Deferred Capital Projects**  
 Budgeted for and tackled deferred capital projects: Riverview Deck replacement, Bicentennial Park retaining wall replacement, Beechtree corridor parking lot, Beechtree path improvements, Sluka Field, etc.



**Fulton St. Reconstruction**  
 Completed the reconstruction of Fulton Street with the assistance of State funding. Project total was \$2.98 million.



**Public Safety Millage**  
 Completed education efforts and successfully passed a 10-year DPS Millage to address critical department needs.



**EMS Service Change**  
 Evaluated current ambulance services and completed an RFP process resulting in a change in provider to best meet the needs of the region.



**Centertown Vision Plan**  
 Awarded a contract to McKenna to complete a Centertown Vision Plan Update, with \$15,000 in State grant funding.



**Asset Management Plan**  
 Completed an assessment of all infrastructure with regard to current status and replacement needs for road, water, sewer, storm



**Streets Investment**  
 Utilized over 300 tons of asphalt for patching, and resurfaced 1.6 miles of street.



**Sewer Work**  
 Staff investigated and cleaned over 10,000 feet of sewer lines.



**Meters & Service Lines**  
 Replaced 200+ large water meters, and over 49 lead service lines.

Attachment A

To: Ashley Latsch, City Manager  
 From: Emily Greene, Finance Director

01.05.26

RE: Bills From Payables Warrant

NEW FUND NUMBER	FUND NAME	WARRANT 12.17.25	ACH WARRANT 12.17.25	WARRANT 12.23.25	ACH WARRANT 12.23.25	WARRANT 12.30.25	ACH WARRANT 12.30.25	TOTALS
101	General Fund	\$27,728.18	\$1,950.00	\$10,202.96	\$0.00	\$17,813.82	\$140,837.06	\$29,678.18
151	Cemetery Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
202	Major Street Fund	\$71,024.50	\$0.00	\$6,225.80	\$0.00	\$146,900.38	\$27,058.71	\$71,024.50
203	Local Street Fund	\$7,364.52	\$0.00	\$0.00	\$0.00	\$5,513.39	\$4,787.52	\$7,364.52
225	Land Acquisition Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
242	Brfd LSRRF TIF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
243	Brownfield Redevelopment Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,317.50	\$0.00
244	Econ. Dev. Corp. Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
245	Downtown TIF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
246	GLTIF Spec Rev Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
248	Main St Dist Dev	\$931.00	\$0.00	\$457.92	\$0.00	\$1,100.00	\$4,483.64	\$931.00
272	UTGO Inf Spec Rev Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
273	LTGO Bond Rev Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
274	2015 UTGO Bond Rev	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
276	LightHouse Maintenance Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
278	Community Land Trust	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
310	Assessment Bond Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
351	Operating Debt Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
352	Brownfield TIF Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
355	GLTIF Debt Serv Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
369	Building Auth Debt Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
372	UTGO Inf Debt Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
373	LTGO Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
374	2015 UTGO Bond Debt Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
384	2020 LTGO Bond - Warber Drain	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
394	Downtown TIF Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
401	Public Improvements Fund	\$151,300.02	\$0.00	\$11,641.78	\$0.00	\$23,851.12	\$59,450.89	\$151,300.02
402	Fire Truck Replacement Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
403	Brownfield TIF Const	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
404	Downtown TIF Const.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
410	Harbor Island	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$165.00	\$0.00
455	G/L TIF Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
456	UTGO Inf Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
457	LTGO Bond Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
458	2015 UTGO Bond Inf Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
469	Building Auth. Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
508	North Ottawa Rec Authority	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
509	Sewer Authority Operations	\$2,313.74	\$0.00	\$15,314.18	\$0.00	\$3,243.21	\$83,419.51	\$2,313.74
509	Sewer Authority SL Force Mn	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
509	Sewer Authority Plant Mod	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
509	GH/SL SA-2013 Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
509	GH/SL SA-SLPS/Force Main Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
509	GH/SL SA-Local Lift Station Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
509	GH/SL SA-2018 Plant Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
510	NOWS Operating	\$2,377.41	\$0.00	\$3,211.02	\$0.00	\$10,207.23	\$34,718.37	\$2,377.41
510	NOWS Plant Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
510	NOWS Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
535	Housing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
572	Chinook Pier Rental Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
581	Airpark Fund	\$2,891.96	\$0.00	\$419.55	\$0.00	\$5,753.00	\$1,317.86	\$2,891.96
590	City Sewer Fund	\$87,574.48	\$0.00	\$16,375.08	\$0.00	\$168,208.99	\$130,819.88	\$87,574.48
591	City Water Fund	\$31,440.76	\$0.00	\$155.40	\$0.00	\$59,613.44	\$40,220.84	\$31,440.76
594	City Marina Fund	\$3,862.35	\$0.00	\$0.00	\$0.00	\$0.00	\$2,163.73	\$3,862.35
597	City Boat Launch Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
661	Motorpool Fund	\$8,730.65	\$0.00	\$2,494.80	\$0.00	\$27.60	\$14,505.83	\$8,730.65
677	Self Insurance Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$87,470.75	\$0.00
678	OPEB/Retiree Benefits Fund	\$0.00	\$0.00	\$38,801.96	\$0.00	\$0.00	\$0.00	\$0.00
679	Health Benefit Fund	\$0.00	\$0.00	\$91.80	\$0.00	\$0.00	\$0.00	\$0.00
701	Trust & Agency Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
703	Tax Collection Fund	\$69,434.74	\$351,394.13	\$5,245.09	\$885.32	\$0.00	\$0.00	\$420,828.87
704	Payroll Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$466,974.31	\$353,344.13	\$110,637.34	\$885.32	\$442,232.18	\$648,737.09	\$2,022,810.37

\$2,022,810.37 Total Approved Bills

\$420,828.87 Minus eligible bills for release without prior approval: including Utility,

\$1,601,981.50 Retirement, Insurance, Health Benefit, and Tax Collection Funds

# Attachment B



## MEMORANDUM

**TO:** City of Grand Haven

**FROM:** Grand Haven Main Street DDA Board of Directors & Executive Director Chandi Pape

**DATE:** December 3, 2025

**SUBJECT:** Renewal of Principal Shopping District Assessment & Approval to Begin Resolution Process

At the November 13, 2025 Grand Haven Main Street DDA Board meeting, the Board of Directors voted to renew the Principal Shopping District (PSD) Assessment and to approve a \$.02 increase for all commercial properties located within the DDA boundaries.

With this approval, the DDA requests that the City begin the required five-resolution renewal process, following the timeline below:

**Resolution #1 – Authorizes the City Manager to Conduct a Study**

- *December 15, 2025*

**Resolution #2 – Sets Public Hearing for Citizen Input**

- *January 5, 2026*

**Resolution #3 – Directs the Assessor to Prepare the Special Assessment Roll**

- *January 20, 2026*

**Resolution #4 – Sets Second Public Hearing for Citizen Input**

- *February 2, 2026*

**Resolution #5 – Approves the Special Assessment Roll**

- *February 16, 2026*

We appreciate the City's partnership in moving this forward and continuing the shared work of supporting a vibrant downtown district.

Please let me know if any additional information is needed.

— Grand Haven Main Street DDA Board of Directors

— Chandi Pape, Executive Director

## EXHIBIT A

### **PRINCIPAL SHOPPING DISTRICT SPECIAL ASSESSMENT DISTRICT NO. 601**

#### Description of Project

The Principal Shopping District will continue the program established by Special Assessment District 587, representing commercial properties located within the same geographic boundaries as the existing Downtown Development Authority (DDA).

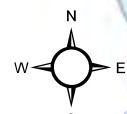
# Main Street Downtown Development Authority & Principal Shopping District - March 2016

## MSDDA

- Center Town
- Hilltop
- Downtown
- Waterfront
- Olde Towne

## Other

- Principal Shopping District
- Parcels



Grand River

Harbor

Sandpiper

Sand

Leggett

Howard

Lake

Butler

Clinton

Lafayette

4th

Franklin

Washington

Columbus

4th

5th

Fulton

6th

Madison

7th

Elliott

8th

Columbus

72

Franklin

Power Plant

Wharfside

3rd

4th

5th

6th

7th

8th

Adams

5th

Monroe

6th

Miller

D

Nathans

D

Miller

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Jackson

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Miller

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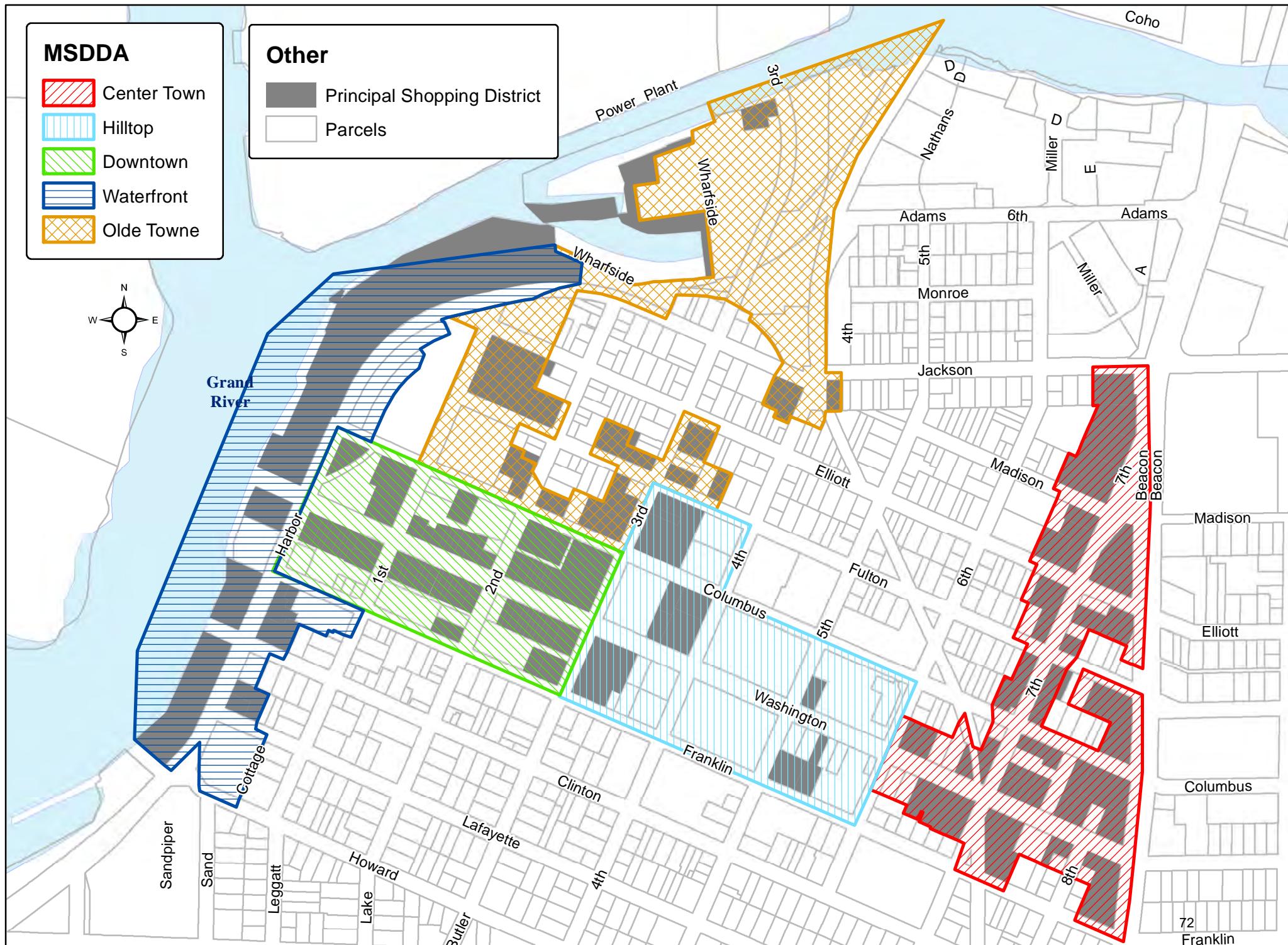
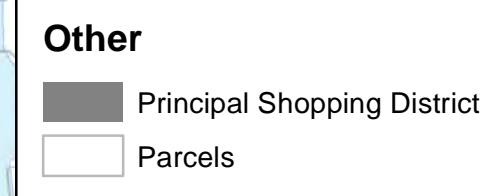
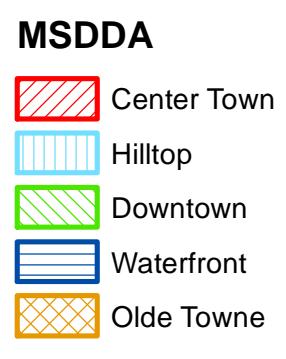
Miller

A

Miller

Adams

Miller



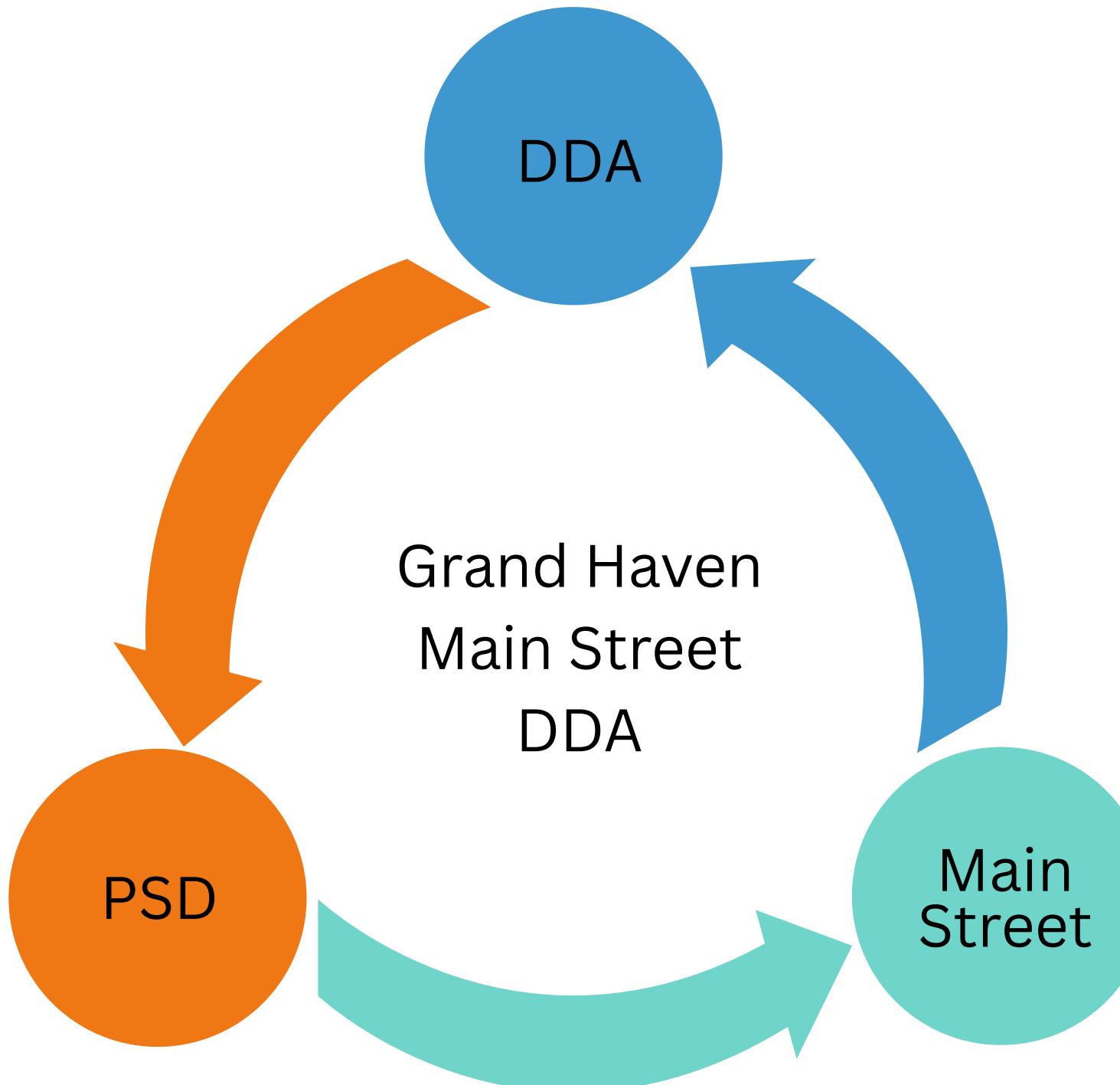


PSD

Principle Shopping District  
2025



## PSD: Principal Shopping District



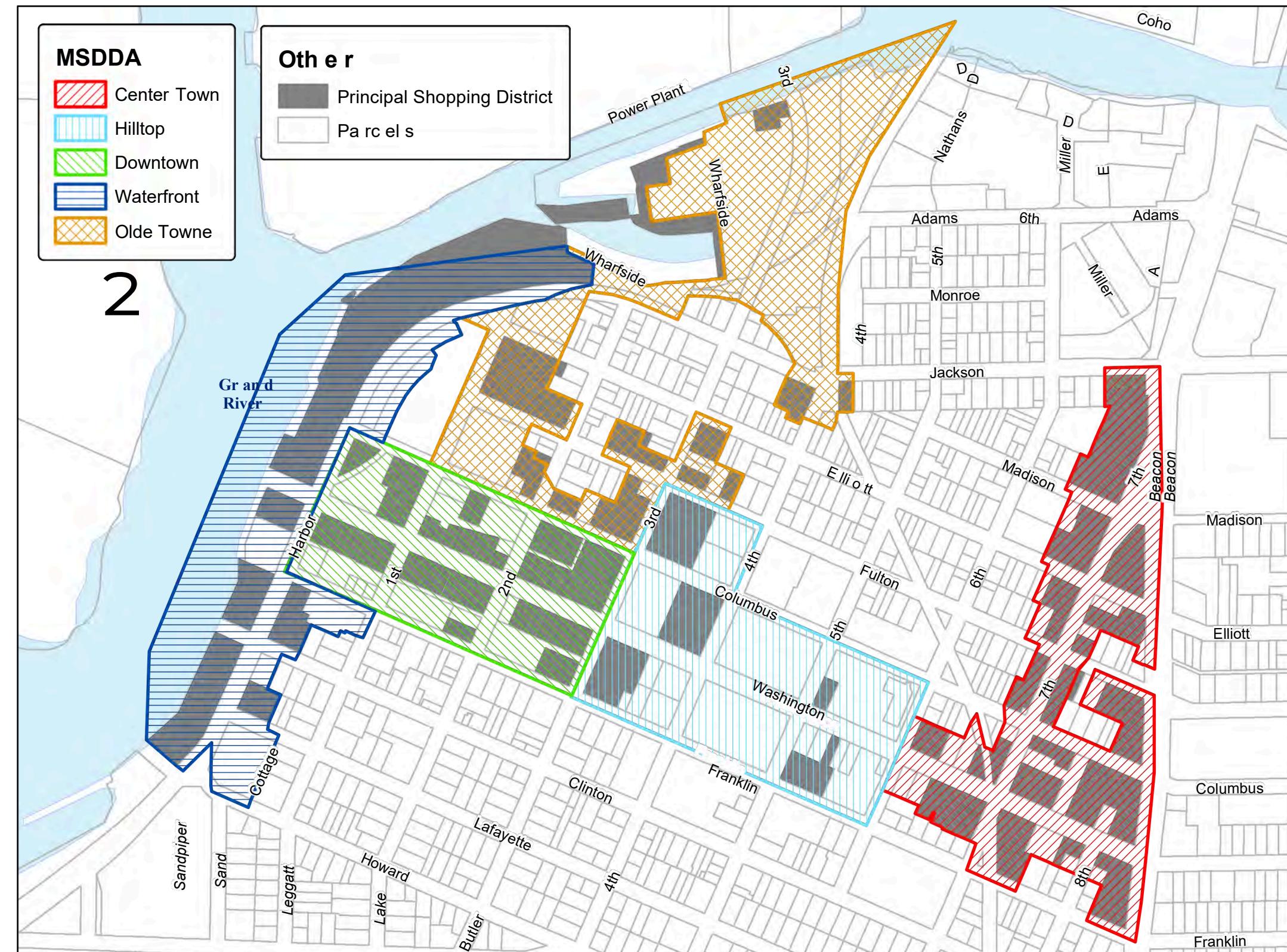
Downtown Development Authority  
Est. 1975

Accredited Main Street  
Est. 2005

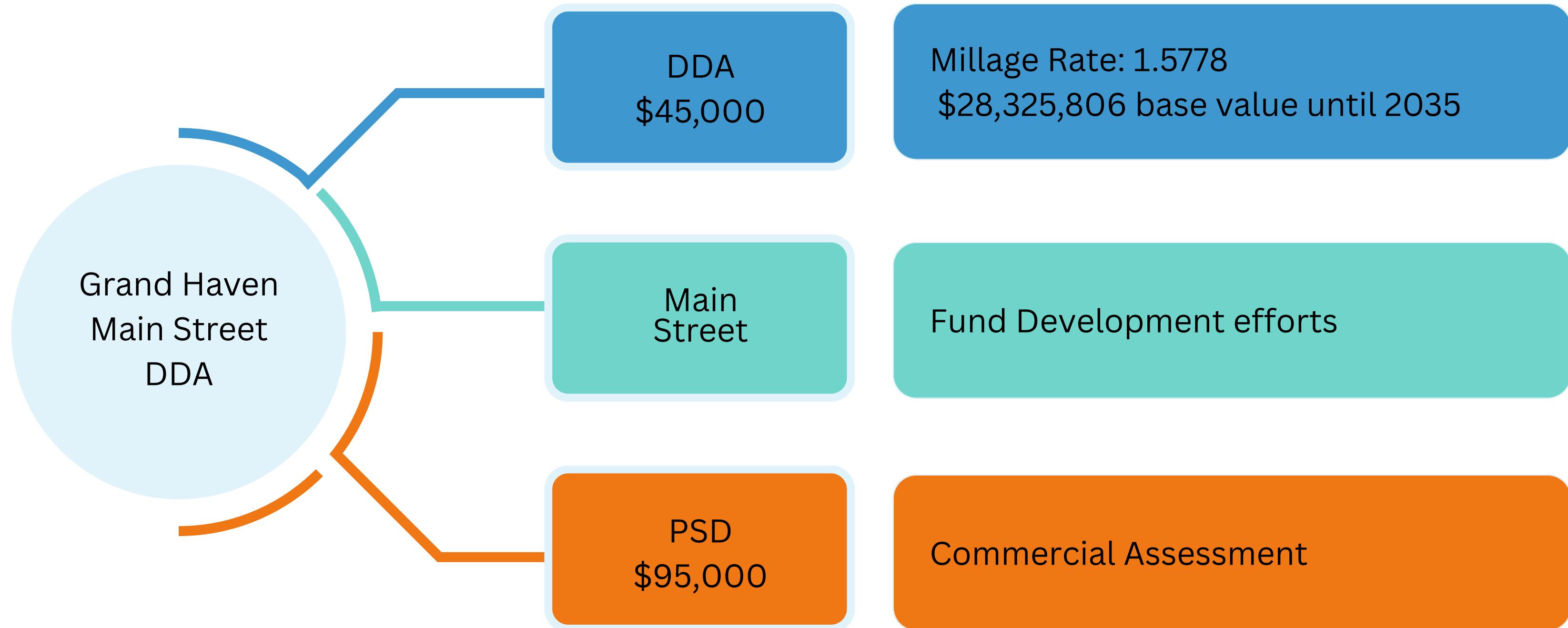
Principal Shopping District  
Est. 2011

# PSD: Principal Shopping District

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

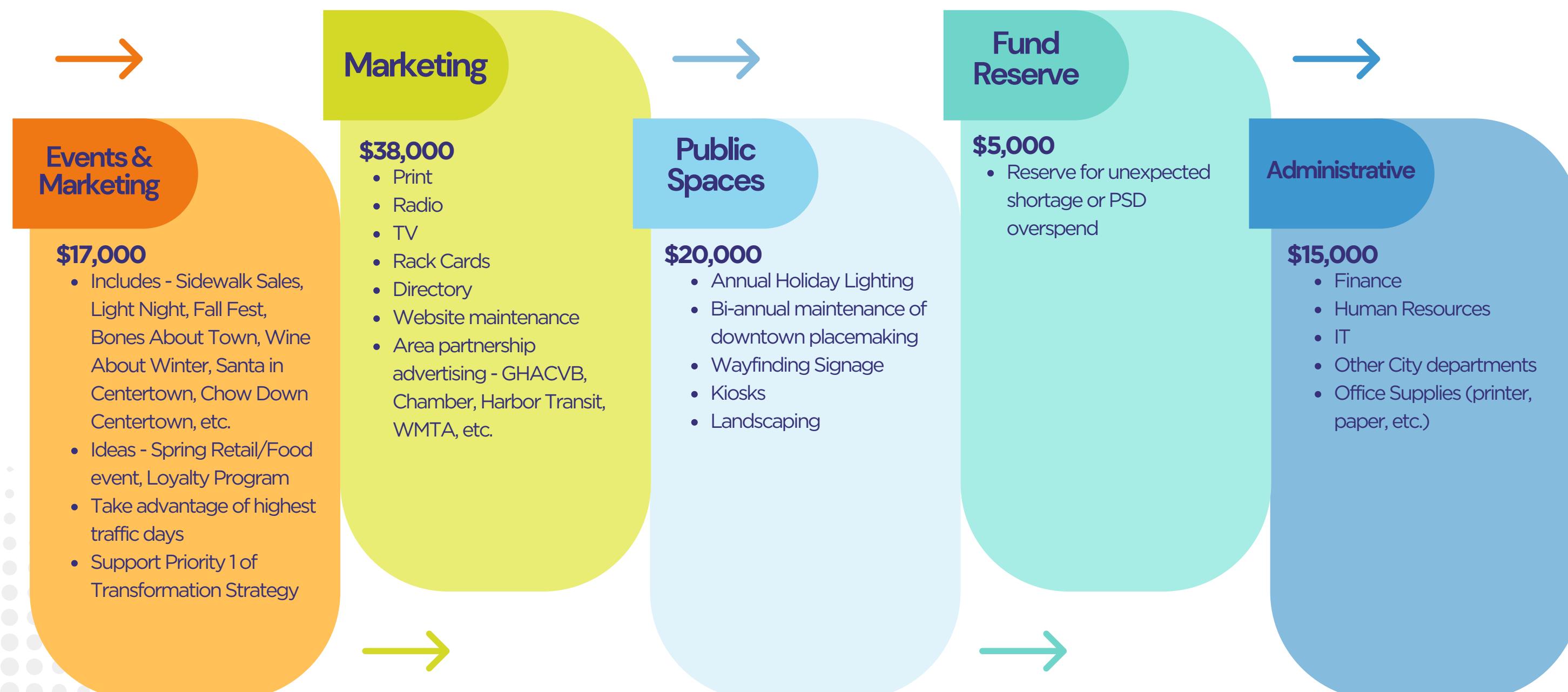


## PSD: Principal Shopping District

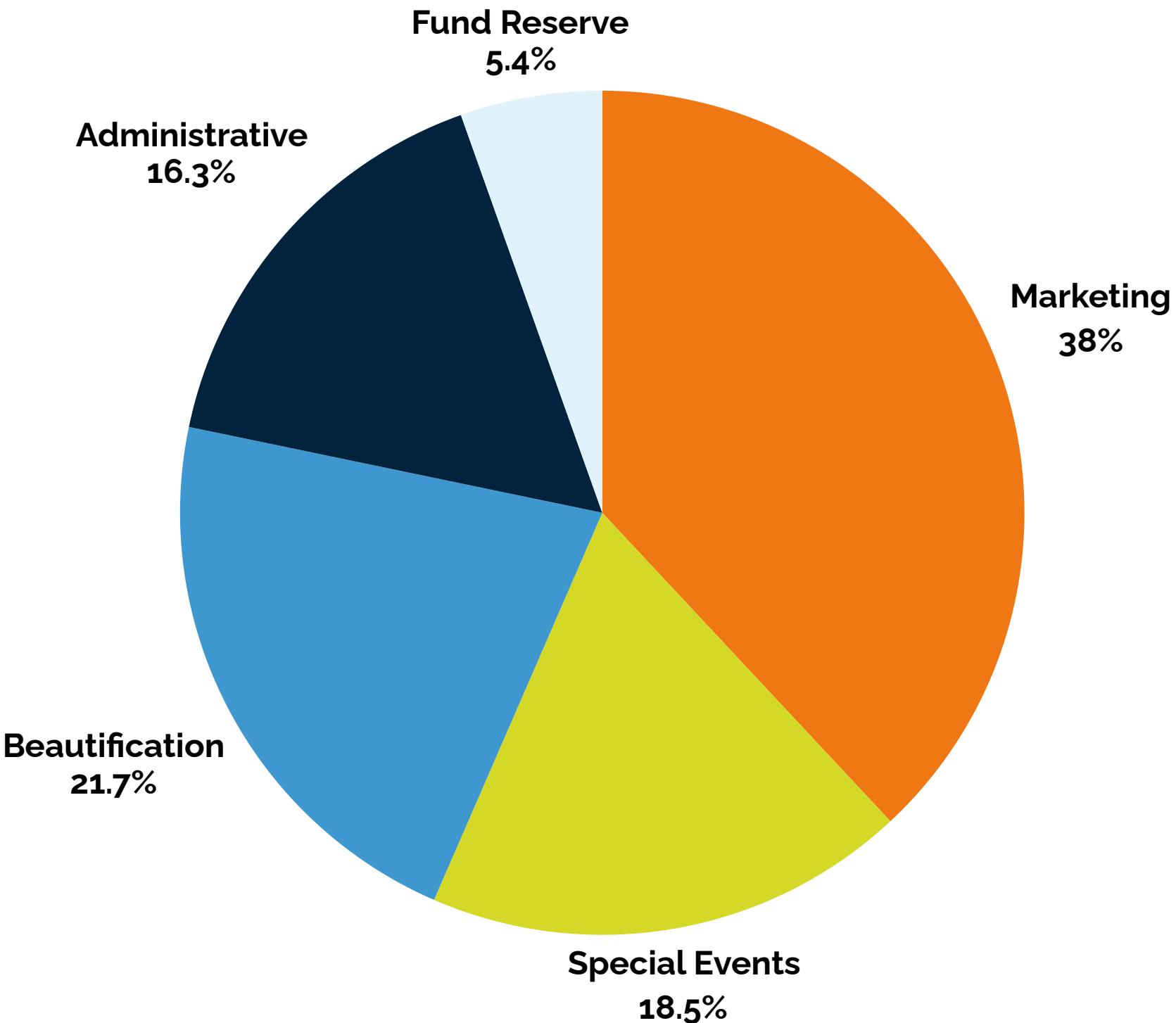


## PSD: Principal Shopping District

**PSD: 2021-2026**  
**\$95,000**



## PSD: Principal Shopping District



## Average increase is \$67 per 2 story building

Current Fee

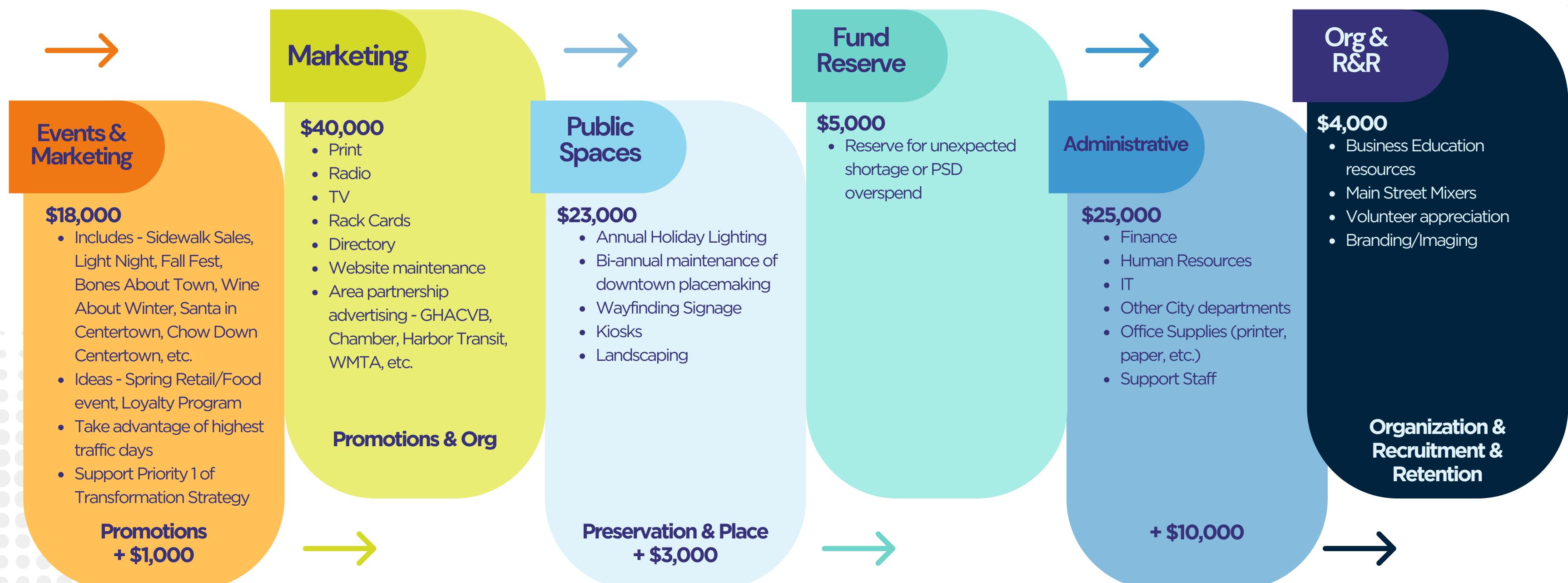
Square Footage Revenue					
Core			Total \$		
Main Floor	\$0.220	233,241	\$51,313.02	Total SF	412,604
Other Floors	\$0.110	179,363	\$19,729.93	% to total	46.71%
Center Town			Total \$	\$16,608.10	
Main Floor	\$0.100	147,535	\$14,753.50	Total SF	184,627
Other Floors	\$0.050	37,092	\$1,854.60	% to total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

\$.02 Increase

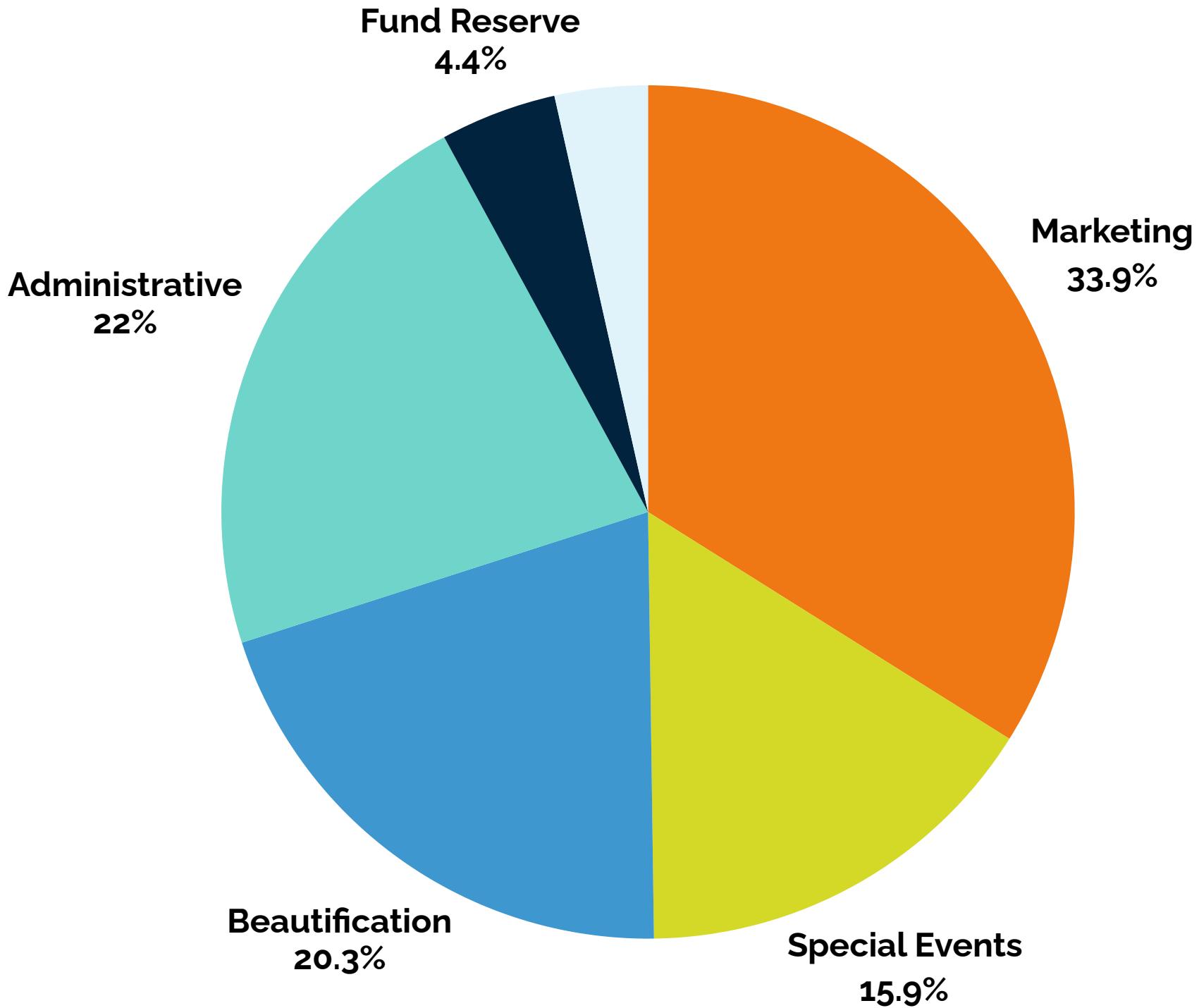
Square Footage Revenue					
Core			Total \$		
Main Floor	\$0.240	233,241	\$55,977.84	Total SF	412,604
Other Floors	\$0.130	179,363	\$23,317.19	% to total	46.71%
Center Town			Total \$	\$20,300.64	
Main Floor	\$0.120	147,535	\$17,704.20	Total SF	184,627
Other Floors	\$0.070	37,092	\$2,596.44	% to total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

# PSD: Principal Shopping District

**PSD: 2026-2031  
\$115,000**



## PSD: Principal Shopping District



# PSD: Principal Shopping District

## PSD Fund Use

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

## Events

### Past & Present

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



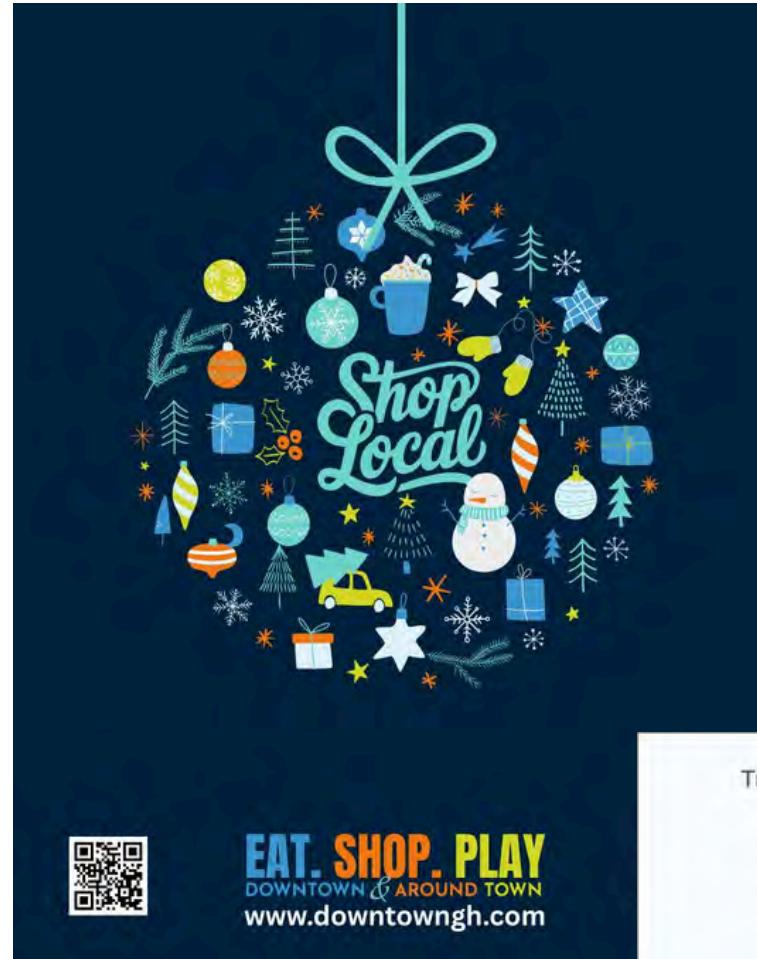
## PSD: Principal Shopping District

### Beautification

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



## Marketing



# THANK YOU



## Contact Details:

Phone: 616-844-1188

Email: [cpape@grandhaven.org](mailto:cpape@grandhaven.org)

Address: Grand Haven, MI

Website: [www.downtowng.com](http://www.downtowng.com)

**SPECIAL ASSESSMENT RESOLUTION NO. 2  
SPECIAL ASSESSMENT DISTRICT NO. 597**

City of Grand Haven  
County of Ottawa, State of Michigan

Minutes of a regular meeting of the City Council of the City of Grand Haven, County of Ottawa, State of Michigan, held in the City Hall in said City on January 5, 2026, at 7:30 p.m.

PRESENT: Councilmembers \_\_\_\_\_

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

The following preamble and resolution were offered by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_:

WHEREAS, the City Council did direct and order the City Manager to make a survey and report on the public improvement described in Exhibit A attached hereto and made a part hereof in the special assessment district tentatively designated and described in Exhibit B attached hereto and made a part hereof; and

WHEREAS, the City Manager has returned the same to the City Council together with their recommendations and said survey and report has been carefully reviewed by the City Council.

NOW, THEREFORE BE IT RESOLVED THAT:

1. The City Council hereby determines that the public improvement described in Exhibit A is necessary and determines to proceed with said improvement.
2. The survey and report of the City Manager on said improvement shall be placed on file in the office of the City Clerk where the same shall be available for public examination.
3. The City Council shall hold a public hearing on January 5, 2026 at or after 7:30

p.m. at the City Hall in the City of Grand Haven, at which hearing any person affected by the proposed improvement may be heard.

4. The City Clerk shall cause notice of said hearing to be published at least once in the *Grand Haven Tribune* of Grand Haven, Michigan, a newspaper of general circulation in the City, at least ten (10) full days before the date of the hearing, and further cause notice of said hearing to be mailed, by First Class Mail, to all property owners in the proposed special assessment district, as described in Exhibit B, at least ten (10) days before the date of said hearing.

5. Said notice so published and mailed shall be in substantially the following form:

6. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: Councilmembers \_\_\_\_\_

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

**RESOLUTION DECLARED ADOPTED.**

---

Maria Boersma, City Clerk

## **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, County of Ottawa, Michigan, at a regular meeting held on January 5, 2026 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be available as required by said Act.

---

Maria Boersma, City Clerk

# Attachment C

# Memorandum



NORTHWEST OTTAWA WATER FILTRATION PLANT



**To:** Ashley Latch, City Manager  
**From:** Eric Law, Water Filtration Plant Superintendent  
**Date:** December 30, 2025  
**Re:** **Supervisory Controls And Data Acquisition (SCADA) System Update**

---

SCADA (Supervisory Control and Data Acquisition) plays a crucial role in the efficient management of the Northwest Ottawa Systems (NOWS) water treatment facilities. These advanced control systems enable operators to monitor and control various processes involved in water purification, distribution, and quality assurance. By integrating real-time data collection with automated control mechanisms, SCADA systems enhance operational efficiency, ensure compliance with health and safety regulations, and improve the reliability of water supply.

In municipal water treatment, SCADA systems facilitate the monitoring of critical parameters such as water flow rates, chemical dosages, and pressure levels. They provide a centralized interface for operators to visualize data trends, respond to alarms, and execute control commands from a remote location. This capability not only streamlines operations but also minimizes the risk of human error and enhances the overall responsiveness of the facility.

Furthermore, SCADA systems support data logging and reporting, allowing municipalities to maintain detailed records of water quality and treatment processes. This information is vital for regulatory compliance, as it helps demonstrate adherence to environmental standards and health guidelines. Overall, SCADA is an essential tool for optimizing the performance of the NOWS water treatment facilities, ensuring a safe and reliable water supply for the Tri-Cities communities.

In 2016, the NOWS SCADA system was upgraded with new Wonderware software and a Dell hardware package. During its 10-year run time, the NOWS operators have been pleased with the system's intuitive interface, and management has been impressed by its dependability. As technology continues to evolve at a rapid pace, the need to replace computer systems that have reached useful life becomes increasingly critical. Aging hardware can lead to decreased performance, and increased vulnerability.

The useful life of a technology package like SCADA is estimated to be ten to twelve years. Currently the NOWS system is in its 10<sup>th</sup> year of operation. The replacement of the current SCADA system has been forecasted and is currently on the NOWS six-year capital improvement plan to be completed this fiscal year.

Investing in an updated package ensures access to the latest features, improved performance, and enhanced security measures, ultimately creating a more efficient and effective working

environment. By replacing outdated equipment, NOWS can avoid disruption in service and better support the NOWS communities by continuing to deliver safe, affordable, and reliable drinking water.

The contractor will replace six-desk top computers and monitors, plus three-panel mount NUC PC's, and rack-mount servers. All will be supported with anti virus and UPS protection. The contractor will upgrade to the latest version of the Intouch Aveva software package and licenses.

On December 10, 2025 NOWS management went out for bids for this budgeted project. The bid specifications required that the contractor make an on-site pre-bid assessment of the scope of this project. The City of Grand Haven received the following proposals:

<b>BIDDER</b>	<b>LOCATION</b>	<b>TOTAL*</b>
<b>West Michigan Instrumentation</b>	<b>Nunica, MI</b>	<b>\$104,887.00</b>
SOAP Engineers	Huston, TX	\$142,868.22
Perceptive Controls	Plainwell, MI	\$153,207.00
Windemuller Electric	Wayland, MI	\$156,858.00
Kennedy Industrial	Byron Center, MI	\$174,202.00
Innovative Werks	Naperville, IL	\$366,766.00
<b>Budgeted Amount (Capital Plan):</b>		<b>\$150,000.00</b>

West Michigan Instrumentation (WMI), with a bid of \$104,877, submitted the most competitive proposal among the group. However, price is not the only factor that makes WMI the clear choice. WMI has been a preferred local contractor for NOWS and has provided consultation, design, installation, and maintenance services for the NOWS filtration plant and distribution partners for more than two decades. WMI is well respected and maintains a strong reputation for competence and reliability within the municipal water treatment community.

Management is recommending that City Council approve the bid proposal of \$104,887.00 for materials and services to update the Northwest Ottawa Water Filtration Plant Supervisory Control And Data Acquisition (SCADA) hardware and software package from West Michigan Instrumentation, Inc. of Nunica, Michigan, and authorize the Mayor and City Clerk to sign the agreement.

NOWS Six-Year Capital Plan

Item Description	Notes	ORIGINAL BUDGET 2024-25	PROJECTED BUDGET 2024-25	REQUESTED BUDGET 2025-26	REQUESTED BUDGET 2026-27	REQUESTED BUDGET 2027-28	REQUESTED BUDGET 2028-29	REQUESTED BUDGET 2029-30	REQUESTED BUDGET 2030-31	TOTAL PROJECT COSTS	OUTSIDE FUNDING ANTICIPATED	Account #
Air Compressor Rebuild	Unforecasted and added during FY									-		510-564-971.00
Backup Generator Replacement Lake MI Pump Station	Planned during intake expansion									-	1,500,000	510-564-971.00
Backup Generator Replacement WTP	Planned during WTP expansion.									-	1,500,000	510-564-971.00
Backwash Return Pumps (2)					22,500					22,500		510-564-971.00
Backwash Tank Exterior Painting					30,000					30,000		510-564-971.00
Chemical Application Feed Pumps Replacement/Upgrade				35,000						35,000		510-564-971.00
Chlorine Bulk Tank (2) and Day Tank Repair/ Replacement	Fluoride Bulk/Chlorine Bulk repairs and recoating. Possible replacement.			130,000				130,000		260,000		510-564-971.00
Design and Build Clearwell Discharge Pipe Vector Control	Regulatory Requirement - 2024 Sanitary Survey			15,000								
Filter Media Inspection & Replacement	New topping to maintain the design depth					20,000				20,000		510-564-971.00
Filter Press - Plate Fabric Replaced (qty 2)		14,000	14,000	14,000	14,000					42,000		510-564-971.00
Filter Weir Repair		20,000	20,000	21,000						41,000		510-564-971.00
Finished Line #2 Reconstructed with Mag Meter	Part of Mulligan Drive Reconstruction					180,000				180,000		510-564-971.00
Flocculation Tank Structural Repair	Planned during WTP expansion.									-	150,000	510-564-971.00
Flocculator Tank Drive Seals Replacement					30,000					30,000		510-564-971.00
Heating & Cooling Hardware/Software Upgrade	Facility area controllers (11) replaced	15,000	15,000	15,000						30,000		510-564-971.00
HSP # 1,4,5 Valve Controller Conversion	Current controllers antiquated and problematic						100,000			100,000		510-564-971.00
HVAC Emergency Repairs - Unit 2										-		510-564-971.00

HVAC Mechanicals Updated					60,000				60,000		510-564-971.00	
Intake Design Work	Future expansion estimated timeline 2030/31- County Bond								-	1,500,000	510-000-152.04	
Mag. 30" Flow Meter Replacement						40,000			40,000		510-564-971.00	
New Intake Expansion Project	Future expansion estimated timeline 2031/32- County Bond								-	20,500,000	510-000-152.04	
New Swan Turbidimeter	10 current units (regulation), no backup available.	8,300	8,300						8,300		510-564-971.00	
SCADA Upgrade License & Computer Upgrade (5 yr plan)	Moved from completion 2024/25 to (new) completion 2025/26	-	-	150,000					150,000		510-564-971.00	
Turbidity Unit Replacement - All 11-Units	Original Install 2015. 10-yr useful life				70,000						510-564-971.01	
Vertical Turbine Pump Overhaul	Next pump overhaul scheduled for 2030/31								-		510-564-971.00	
Vertical Turbine Pump Motor Overhaul		10,000	10,000						10,000		510-564-971.00	
Vertical Turbine Pump Motor VFD Replacement					150,000	160,000		175,000		485,000		510-564-971.00
VTP VFD Professional Recommissioning, 3 units, low lift station	Services provided extend the life of variable frequency drives	12,000	12,000						12,000		510-564-971.00	
Water Plant Expansion and Updates	Future expansion estimated timeline 2030/31- County Bond								-	23,000,000	510-000-152.00	
Water Plant Upgrades and Expansion Design	WTP expansion before intake expansion						1,000,000		1,000,000	1,000,000	510-000-152.00	
Water Treatment Plant Roof	Planned during WTP expansion may need sooner if failure or delay in expansion timeline								-	500,000	510-564-971.02	
<b>Totals</b>		79,300	79,300	380,000	316,500	420,000	270,000	1,175,000	-	2,555,800	49,650,000	

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

December 10, 2025

**REQUEST FOR PROPOSALS FOR UPDATES TO THE NORTHWEST  
OTTAWA WATER TREATMENT PLANT SCADA HARDWARE AND  
SOFTWARE SYSTEMS**

The City of Grand Haven shall accept bids for professional services to update the current Supervisory Control and Data Acquisition (SCADA) Wonderware® software and the supporting hardware package at the Northwest Ottawa Water Treatment Plant.

An on-site meeting with prospective contractors is required. Please email Eric Law, Water Plant Superintendent – [elaw@grandhaven.org](mailto:elaw@grandhaven.org) to make arrangements.

Proposals must be delivered in a sealed envelope and will be accepted until 10:00 a.m. on Tuesday, December 23, 2025, at the office of the City Clerk, 519 Washington Avenue, Grand Haven, Michigan, at which time they will be publicly opened and read.

Proposals should include a detailed description of hardware and software systems, as well as technical specifications on compliance with requirements listed herein. Essentially a statement of understanding of scope and timeline.

Information regarding the service can be obtained at the office of the Water Plant Superintendent, 30 Sherman Avenue, Grand Haven, or by calling 616-847-3487, or online from the City's Web site: [www.grandhaven.org](http://www.grandhaven.org).

The City Council of the City of Grand Haven reserves the right to reject any or all proposals and/or waive any defect in proposals, and to accept any proposal which it shall deem to be in the best interest of the City.

Eric Law - Superintendent  
Northwest Ottawa Water Treatment Plant

**End of Notice to Bidders Section**

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

**November 10, 2025**

**INSTRUCTIONS TO BIDDERS**

1. **SPECIAL CONDITIONS:** Special conditions included in the Bid Document shall take precedence over any provisions stipulated hereunder.
2. **APPLICABLE LAWS:** The revised code of the state of Michigan, Charter of the City of Grand Haven, and all city ordinances insofar as they apply to the laws of competitive bidding, contracts, and the purchases, are made a part hereof.
3. **WORKMEN'S COMPENSATION:** Insofar as Workmen's Compensation is concerned, the bidder or contractor agrees to furnish, upon request, certified copies of policies and adequate certificates pertaining thereto as evidence that bidder carries Workmen's Compensation Insurance.
4. **INFRINGEMENTS AND INDEMNIFICATIONS:** The bidder, if awarded an order or contract, agrees to protect, defend, and save the City from harm against any demand for payment for the use of any patent materials, process, article, or device that may enter into the manufacture, construction, or form as part of the work covered by either order or contract. He/she further agrees to indemnify and save the City harmless from suits or actions of every nature and description brought against it, for or on account of any injuries or damages sustained by a party or parties, by or from any of the acts of the contractor, his/her servants, or agents.

To this extent, the bidder or contractor agrees to furnish adequate Public Liability and Property Damage Insurance, the amounts of which will be determined by the City whenever such insurance is deemed necessary. When so required, the types and amounts of insurance to be provided will be set forth in the Instructions to Bidders (See Item 21).

5. **DEFAULT PROVISIONS:** In case of default by the bidder or contractor, the City of Grand Haven may procure the articles of services from other sources and hold the bidder or contractor responsible for any excess costs occasioned thereby.

In case of an error by the bidder in making up a proposal, the City may reject such a proposal upon presentation of a petition accompanied by a sworn affidavit of error which sets forth the error, the cause thereof, and sufficient evidence to substantiate the claim.

6. **PRICING:** Project total is to include an itemized breakdown per unit and the cost of mobilization. This must be specified in the Bid Document. In case of discrepancy in computing the amount of the bid, the unit prices quoted will govern.

**6.1. Itemizing the following is required**

- 6.1.1. The costs associated with updated perpetual license for AVEVA Intouch SCADA software.
- 6.1.2. The costs associated with Hardware
- 6.1.3. The costs associated with Labor

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7. **QUANTITIES:** When approximate quantities are stated, the City reserves the right to increase or decrease the quantity as best fits its needs.

8. **DELIVERY:** Quotations should include all charges for delivery, packing, crating, containers, etc. Unless otherwise stated by the bidder, prices quoted will be considered as being based on delivery to the destination designated in the Bid Document and to include all delivery and packing charges.

9. **SPECIFICATIONS:** Unless otherwise stated by the bidder, the proposal will be considered as being in strict accordance with the specifications outlined in the Bid Document.

References to a particular trade name, manufacturer's catalog, or model number are made for descriptive purposes to guide the bidder in interpreting the requirements of the City. They should not be construed as excluding proposals on other types of materials, equipment and supplies. However, the bidder, if awarded a contract, will be required to furnish the particular item referred to in the specifications or description unless a departure or substitution is clearly noted and described in the proposal and approved by the City.

10. **SAMPLES:** Samples, when requested, shall be filed prior to the opening of bids and must be furnished free of expense to the City and if not destroyed, will upon request be returned at the bidder's expense.

11. **TAXES:** Contractor shall include and be deemed to have included in his bid and contract price, Michigan State Sales and Use Taxes currently imposed by Legislative enactment and as administered by the Michigan Department Treasury, Revenue Division, on the bid date. If the Contractor is not required to pay or bear the burden, or obtains a refund or drawback in whole or in part of any Michigan Sales or Use Tax, interest or penalty thereon, which was required to be, and was deemed to have been, included in the bid and contract price, the contract price shall be reduced by the amount thereof and the amount of such reduction, whether as a refund or otherwise, shall endure solely to the benefit of the City of Grand Haven.

12. **BID INFORMALITIES AND REJECTION:** The City reserves the right to waive any nonconformity, irregularity or informalities in any bid, to negotiate with the selected bidder, and to award the bid in its determination of its best interest.

13. **AWARD:** Unless otherwise specified in the Bid Document, the City reserves the right to accept or reject any item in the bid. Unless otherwise stated in the Bid Document, bidders may submit proposals on any item or group of items, provided however that the unit prices are shown as requested.

As soon as the Award is made, an order or contract document will be sent to the successful bidder for execution and bond if necessary. If the contracts are not executed and returned to the City of Grand Haven within 10 days of the date of sending, the Bid Surety, if required, will be declared forfeited as liquidated damages.

A Bid Surety is not required for this project. *EL – November 10, 2025*

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14. **PAYMENTS:** Partial payments may be made upon presentation of a properly executed claim voucher, unless otherwise stated in the Bid Document. The final payment will be made by the City when the materials, supplies or equipment have been fully delivered and accepted or the work completed to the full satisfaction of the City. Increases in contract costs shall be approved in writing, prior to excess expense being incurred. Approval of increases may require formal action by City Council.

15. **BIDDER'S SIGNATURE:** Each proposal and bid surety form must be signed by the bidder with his/her usual signature. All signatures should be complete full signatures.

Bids by partnership must be signed by one or more of the partners in the following manner: "John Jones and James Smith, D.B.A., Smith Jones Company, by John Jones, a partner".

Bids by corporations must be signed with the names of the corporation, followed by the signature and designation of the president, vice-president or person authorized to bind it in the matter.

16. **SUBMISSION AND RECEIPT OF BIDS:** Inquiries involving an expenditure exceeding the limits established in the City Charter usually require advertising over a period of at least five (5) days prior to the scheduled bid opening. Proposals of this nature are publicly read at 10 o'clock AM (unless otherwise noted) on the date bids are scheduled to be received. Proposals to receive consideration must be received prior to the specified time of opening and reading as designated in the Notice to Bidders.

- *Bidder must use the Proposal Form furnished by the City as none other may be accepted.*
- *The Proposal Form must be returned intact.*
- *Removal of any Proposal Form thereof may invalidate the bid.*

Specifications and plans referred to in this bid document by reference only, need not be returned with the Proposal Form, however, no excision of material physically incorporated in the bid document will be permitted.

Bids are to be submitted in sealed envelopes and identified as requested in the Notice to Bidders. Separate proposals must be submitted on each reference number and proposals shall be typewritten or written in ink.

Proposals having any erasures or corrections thereon may be rejected unless explained or noted over the signature of the bidder.

17. **INTERPRETATION OF BID AND/OR CONTRACT DOCUMENTS:** No oral interpretation will be made to any bidder as to the meaning of the bid and/or Contract Documents or any part thereof. Every request for such an interpretation shall be made in writing to the City of Grand Haven. Any inquiry received within a reasonable time prior to the date fixed for the opening of bids will be given consideration. Every interpretation made to a bidder will be on file in the Clerks office of the City of Grand Haven. In addition, copies will be kept on file at the City Clerk's office and posted on

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the City website. All bidders shall be bound by such interpretations whether or not received by the bidders.

18. **CHANGES AND ADDENDA TO BID DOCUMENTS:** Each change or addenda issued in relation to this bid document will be on file in the Clerks Office of the City of Grand Haven and posted on the City website. It shall be the bidder's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all bidders shall be bound by such changes or addenda. Information on all changes or addenda issued will be available at the City Clerk's office and the City website.
19. **MANDATORY PRE-CONSTRUCTION MEETING:** Representatives of the successful bidder, including the individual directly responsible for implementation of the work, will attend a pre-construction meeting with representatives of the Northwest Ottawa Water Treatment Plant.
20. **PROJECT COMPLETION:** Every attempt to complete the project prior to **May 15<sup>th</sup>, 2026** is expected.
21. **INSURANCE REQUIREMENTS:** The Contractor will secure and maintain insurance during the term of the contract from an insurance company authorized to do business in the State of Michigan that will protect contractors and subcontractors and the City from all liability (public liability, personal injury and property damage) claims which may arise from operations under the contract. The Contractor may not start work until evidence of all required insurance has been submitted and approved by the City. The contractor must cease work if any of the required insurance is canceled or expires. Three (3) copies of Certificates of Insurance shall be submitted to be approved by the City prior to the execution of the contract. The certificate shall specifically name the City as an additional insured party. The certificates must contain the agreement of the insurance company notifying the City in writing ten (10) days prior to any cancellation or material alteration of the policy. The Contractor shall not allow any work under the contract to be performed by a subcontractor unless evidence of similar insurance covering the activities of the subcontractor is submitted to and approved by the City. The limits of insurance shall not be less than the following:
  - A. Workers Compensation Insurance in the amount required by Michigan Law.
  - B. General Liability:

Bodily Injury and Property Damage combined:	
Each Occurrence	\$1,000,000.00
Aggregate	\$1,000,000.00
Personal Injury	\$1,000,000.00
  - C. Automobile Insurance for Vehicles:

Bodily Injury Each Person	\$1,000,000.00
Bodily Injury Each Accident	\$1,000,000.00
Property Damage Each Accident	\$1,000,000.00

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22. **REFERENCES:** Please list three (3) references (Municipal Government) wherein your company has provided mechanical contractor services of this type being proposed for the Northwest Ottawa Water Treatment Plant. Failure to list references may result in your company being disqualified.

CITY	ADDRESS	CONTACT PERSON	TELEPHONE NUMBER
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____

**NOTE**

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

**End of Instructions to Bidders Section**

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**November 10, 2025**

**BID DOCUMENTS**

**1.0 INTRODUCTION:**

The Northwest Ottawa Water Treatment Plant (NOWTP) is seeking qualified vendors to provide proposals for the upgrade of its Supervisory Control and Data Acquisition (SCADA) system. The selected vendor will supply and install updated software and hardware packages that are equivalent to or better than the existing system components. The goal of this project is to ensure continued operational reliability, maintainability, and compatibility with current technologies while preserving existing license structures. Where applicable contractors are encouraged to stay within the Schneider Electric brand for software hardware components.

NOWTP will select a contractor to provide all labor, materials, tools, and equipment to complete the specified work.

**In addition to providing the total project cost not to exceed amount, contractors are asked to provide a bid sheet with the listed specifications of their proposal.**

**The NOWTP staff will make every arrangement necessary with prospective contractors to provide access to the current configuration and the operators prior to the bid opening date.**

**1.2 CONTACT INFORMATION:**

Eric Law, Water Treatment Plant Superintendent, will be the primary contact from the City of Grand Haven and can be contacted at 616-847-3487, or email at [elaw@grandhaven.org](mailto:elaw@grandhaven.org).

**1.3 SCOPE OF WORK:**

The current SCADA system, originally configured with AVEVA (formerly Wonderware) System Platform 2014 R2 and Historian, will be upgraded to the latest applicable AVEVA software version. The upgrade will include new servers, workstations, and related equipment to ensure compatibility, performance, and supportability.

**Software Upgrade**

- Upgrade the existing AVEVA System Platform 2014 R2 configuration (including Historian, GR Node, and InTouch/Historian Trend Clients) to the current applicable AVEVA version.
- Maintain the existing perpetual licensing model.
- Preserve all project configurations, historical data, and system objects.
- Validate and test all applications post-upgrade for full operational functionality.
- Provide documentation of the upgraded configuration and any modifications performed.

**Hardware Upgrade -**Vendor will provide and install the following, or equivalent/better, hardware systems:

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**Workstations**

1. Six (6) Dell Optiplex 9020 or equivalent desktop computers with the following minimum specifications:
  - ✓ 8 GB RAM (or greater)
  - ✓ 320 GB hard drive (or larger, SSD preferred)
  - ✓ Quad-Core processor (or better)
  - ✓ 64-bit operating system (Windows 10 or latest compatible version)
  - ✓ Microsoft Office and required supporting applications installed
2. Four 27" flat panel monitors
3. Six Uninterruptible Power Supply (UPS) for the six desktop workstation computers
4. Panel Mount NUC PCs
  - ✓ Three (3) Panel-Mount NUC PCs or equivalent
  - ✓ Minimum specifications:
    - 8 GB RAM
    - 200 GB Solid State Drive
    - Dual-Core, 64-bit processor
    - Windows 10 or latest compatible OS
  - ✓ Each NUC PC shall include a supporting UPS.
5. Rack-Mounted Servers (Please see addendums on page 12)
  - ✓ One (1) rack-mounted servers
  - ✓ Minimum specifications:
    - 16 GB RAM
    - 1 TB RAID storage with swappable drives
    - Supporting UPS

All desktop systems shall include a minimum three (3) year Next Business Day support plan with accidental damage coverage.

**DELIVERABLES:**

- Complete hardware and software installation and configuration.
- Full system testing and commissioning report.
- Updated as-built documentation, including network diagrams and license inventories.
- End-user training and support documentation.
- Warranty and support documentation for all new hardware.

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**1.5 GENERAL CONDITIONS:**

**A. Quality Control of Work**

The City shall have the power to inspect all work for compliance with the specifications and the Contractor shall perform all of the work herein specified to the City's entire satisfaction, approval and acceptance.

The Contractor is responsible for furnishing all labor, materials and equipment to construct and complete the work in compliance with the specifications, and special provisions unless otherwise specified. All material to be incorporated into the work; all labor to be performed; and all equipment, tools and methods to be used shall be subject to the approval of the City. It is the Contractors responsibility to complete the work and deliver a final product which meets all requirements of the specifications.

If any authorized agent of the City shall discover and notify the Contractor of any neglect or disregard of the specifications, such defects shall at once be remedied and further defective work be at once discontinued; but the right of final acceptance or condemnation of the work will not be waived by reason thereof, nor by any act of the City, his / her officers or agents.

**B. Suspension of Work**

Should the Contractor, with the approval of the City, stop work or should the weather conditions, in the opinion of the City, be such that the work could not be properly and safely performed, then the City may suspend the work until such time as weather conditions shall permit proper application of product. In case of stoppage of work, the Contractor shall, at his / her own expense, store and be responsible for material and protection of the work and be responsible for all accidents as though the work was in progress. Should the work be delayed or suspended with the approval of the City, the time of delay or suspension may be added to the time set for completion of the work.

**C. Waivers of Lien Required**

It is expressly understood that the City reserves the right to direct that no payment be made to the Contractor should the Water and Sewer Superintendent have reason to believe that said Contractor has failed for any reason to make just payment to any employee, subcontractor or material supplier used or employed by the Contractor in the prosecution of the work, until the City is satisfied that full and proper payment has been made. The Contractor shall secure and file with the City progress and final waivers of lien for all materials incorporated into and labor and equipment employed on the work before payment requests are processed.

**D. Partial and Final Acceptance of the Work**

Work on this contract is not subject to partial inspection and acceptance. The entire work shall be made in a neat and workmanlike manner and all requirements shall be complied with in detail. The mere fact that some particular part or portion of the work may have been previously inspected, cleaned and set in order will not excuse the Contractor from again cleaning any and all portions so that the entire system of work shall be in proper condition and subject to final inspection by the City and complying with the use intended at the time of

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acceptance by the City. The date of final acceptance of work on this contract is the date that the Contractor is issued final payment by the City.

**E. Applicable Regulations and Standards**

All the latest and most recent of the standards, regulations, work rules, product specifications and workmanship practices listed will apply to this project unless otherwise approved by the City.

**F. Contractors Employees**

The Contractor shall employ skilled foreman and laborers and shall, if directed by the City discharge from the site of the work any incompetent, abusive or disorderly employees.

**G. Existing Facilities**

The Contractor shall protect from damage or overspray of paint on all existing facilities, fixtures, vehicles, houses, and equipment liable to injury by his / her operations and shall, at their own expense, make good all such damages to the satisfaction of the Owner and City.

The Contractor shall clean and maintain all work areas adjoining the project site free from all construction debris at all times. The Contractor is also responsible for the immediate removal of debris from adjacent work areas caused by construction foot traffic entering and leaving the project area.

**H. Ordinances and Safety**

The Contractor shall observe all laws and ordinances controlling or limiting those engaged in public work. Contractor shall provide and maintain such sanitary accommodations for the use of his / her employees as may be necessary to comply with the State and Local Board of Health requirements. Public nuisances will not be tolerated. Start of work within the City shall be from **7:00 a.m. to 7:00 p.m.**

**I. Payment for Completed Work**

Any payments made to the Contractor during the progress of the work shall in no way lessen the total and final responsibility of the Contractor, nor in any manner whatsoever waive any of the terms, conditions, covenants or requirements of the contract, nor be considered a ratification of any act on the part of the NWOWTP Superintendent or his representative of the City which in any manner may contravene any of the requirements or provisions of the Contract. During the course of the improvement, if the rate of progress is satisfactory to the Superintendent of the City, and it appears that all claims for labor and materials are satisfied, a progress payment may be requested by the Contractor to the Water and Sewer Superintendent for payment.

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**PROPOSAL FORM**

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

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Date

Dear Ms. Boersma:

Completely in accordance with your notice, instructions and specifications dated **December 10, 2025**, the undersigned declares that they have carefully examined the requirements of specifications contained herein, and propose to furnish and deliver professional services to the City of Grand Haven to update the current Supervisory Control and Data Acquisition (SCADA) Wonderware® software and the supporting hardware package at the Northwest Ottawa Water Treatment Plant. The City of Grand Haven may, at its sole discretion, award the contract based on what it deems to be in the best interest of the City of Grand Haven.

TOTAL COST NOT TO EXCEED: \_\_\_\_\_

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

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

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Addendums

1. There has been a change in the number of Rack-Mounted Servers requested in the hardware package. Currently as it reads in the Scope, under Rack-Mounted Servers a request for two Rack-Mounted Servers. This has been changed to one Rack-Mounted Server and should read as follows.

Rack-Mounted Servers

- ✓ One (1) rack-mounted servers
- ✓ Minimum specifications:
  - 16 GB RAM
  - 1 TB RAID storage with swappable drives
  - Supporting UPS

2. Because of addenda item one, and to allow for extended time for bidders to respond, the bid opening date and time has been rescheduled to 11:30 a.m. on Tuesday, December 23<sup>rd</sup>, 2025. This change has been revised on page 1.

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

---

(Bidder's Company Name)

---

(Bidder's Telephone Number)

---

(Bidder's Mailing Address)

---

(Bidder's E-mail Address)

---

(Bidder's Signature)

---

(Print Bidder's Name)

**End of Proposal Form**

**December 10, 2025**

**CITY OF GRAND HAVEN  
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# NORTHWEST OTTAWA WATER SYSTEM

## Administrative Committee Minutes

### February 19, 2025

A regular administrative committee meeting of the Northwest Ottawa Water System was called to order by Pat Staskiewicz at 8:50 a.m. Wednesday, February 19, 2025, in the Council Chambers at Grand Haven City Hall.

Present: Craig Bessinger (City of Ferrysburg); Bill Cargo (Grand Haven Charter Township); Gordon Gallagher (Spring Lake Township); Brady Selner (Village of Spring Lake); Pat Staskiewicz (Ottawa County); Matt Wade (Grand Haven Charter Township); Karen Sherwood (Grand Haven Charter Township)

Absent:

Also present: Emily Greene (City of Grand Haven)

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A motion by Cargo supported by Selner to approve the minutes for the November 20, 2024 Nows Committee Meeting passed unanimously.

#### Manager's Report, NOV-DEC 2024, JAN, 2025— By Law

Year to date the system pumpage is plus 5.5% over last year. Elevated December pumpage can be attributed to significant water loss from city main breaks (Robbins Road 12") as well as the snow making activities at the Mulligan Hollow Ski Bowl. The Northside and the City of Grand Haven are both 7.3% comp to LY while GHCT is a plus 2%. YTD system allocation; Northside – 39%, GHCT – 31%, and the City – 30%.

Financial reporting YTD as of January 31<sup>st</sup> has 59% of the year complete with 58.6% of the planned revenue in and 49.8% of planned expenditures. Looking at Capital Projects, Law discussed the need to delay the projected \$150K SCADA project until FY 2025/26. A reevaluation of contractors and alternatives to Wonderware, lead times, project timeline restrictions and inflated costs warrants extending the planning prepping stage of this project. Cargo/Staskiewicz instructed to keep the wholesale unit involved with any potential migration away from the current system and integrator, and suggested the wholesale partners would migrate with the Nows plant to maintain continuity. Smaller projects will fill the void with some future projects considered for bring forward into the current FY. A snapshot of production costs is trending lower than the pumpage comp. The new lower cost chlorine contract and continued efficiencies found in pump controls are the most significant contributing factors.

Water quality metrics indicate a continuation of source water quality and stable consistent execution of the treatment operations. All communities remain well under regulated limits for DBP's and PFAS. All laboratory

analytes sampling results remain consistent with historical averages and with no exceedances of regulatory compliance levels.

***Agenda Item 1: NOWS FY 2024-2025 Budget Draft Review – By Eric Law***

Law provided a copy of the draft budget within the Packet. Law discusses draft budget highlights – Projected pumpage has been conservatively forecasted, yet revenue is forecasted to increase by 9% over FY 24/25 as a result of the wholesale rate increase from \$1.08 to \$1.17 per thousand. A new fulltime equivalent will increase the personnel cost line items but some of that increase is offset by not carrying a part time employee and reducing overtime allocation. Finance continues to hone in on personnel cost line item projections. This draft copy reflects a conservative estimate for those line items and the final draft it is expected these should be lower. A motion to accept the draft copy of the NOWS WTP 2025/26 DRAFT budget by Selner, supported by Bessinger passed unanimously.

**Adjournment:** 9:24 a.m. – Submitted by Eric Law

# Attachment D

## **Grand Haven Airport Board Meeting Minutes October 28th, 2025**

Chairperson Ben Ennenga called the meeting to order at 5:30 pm

Roll Call: Richard Clapp, (board secretary)

**Members present:** Dennis Swartout, Dale Hagenbuch, Richard Clapp, Ben Ennenga, Tricia Harrell

**Others Present:** Earle Bares- Airport Manager, Tom Mandersheid- Airport Liaison

**Guests:** Jennifer Bares, Kevin Jarcho, Roland Ashby, Mayor Bob Monetza

### **Summary:**

This document provides a comprehensive summary of the recent Grand Haven Airport Board meeting. The meeting covered a range of operational, technical, and administrative topics, including weather advisory systems, maintenance updates, financial reviews, and community engagement.

### **First Call to the Audience**

Jennifer Bares, 14981 Briarwood St, provided a summary of the recent Trunk or Treat event held at the airport on October 25, 2025.

- Reported the event was highly successful, distributing approximately 80,000 pieces of candy.
- Highlighted overwhelmingly positive community feedback, with attendees coming from within and outside Michigan.
- Noted some traffic control challenges due to high turnout.
- Recommended hiring public safety officers for traffic control at next year's event, suggesting coordination with Ottawa County Sheriff's Department, Grand Haven Public Safety, and Hudsonville Emergency Response Team.
- Expressed gratitude to volunteers, participating businesses, and pilots for their contributions, noting the event strengthened community engagement with the airport.

Board discussion followed:

- Inquiry about number of police officers present (one reported).

- Discussion regarding improved coordination for traffic control.
- Comments suggesting the possibility of using local public safety resources for cost savings.
- Discussion on airfield safety and potential to designate an Air Boss during active skydiving operations for added oversight.
- It was noted that skydive operations were continuous during the event, properly announced and coordinated via radio.
- Board members observed that crowd control, line management, and event layout were successful overall.
- Appreciation expressed for the aviation community's participation and efforts to make the airport more welcoming to the public.

### **Approval of Meeting Minutes – September 23, 2025**

**Motion by Richard Clapp to accept the minutes as presented. Support by Dennis Swartout.**

**Motion carried unanimously.**

### **New Business**

#### **Establishment of 2026 Meeting Dates**

The proposed schedule for 2026 was reviewed. Discussion centered on proximity to Thanksgiving and Christmas holidays, with suggestions to adjust November and December dates if needed for travel considerations.

After discussion, the Board agreed to maintain the proposed schedule.

#### **Drone Study Presentation – Airport Obstruction and Zoning Review**

Presenter: Earle Bares, Airport Manager

Supporting Materials: Drone imagery, state zoning maps, FAA Part 77 surfaces, and approach diagrams

The Airport Manager presented results of the Drone Study, a comprehensive aerial survey of all four approach surfaces at Grand Haven Memorial Airport. The study, which included

approximately three hours of technical data presentation, was conducted to identify potential obstructions and compliance issues affecting airport licensing and airspace safety.

#### Key Discussion Points:

- **Zoning Scope:**
  - The Michigan airport zoning area extends 10 miles from the airport in all directions.
  - Part 77 surfaces establish sloped imaginary surfaces (20:1 for approach ends and 7:1 on the sides), defining allowable object heights relative to the runway elevation (approximately 604 feet MSL).
- **Airport Hazards Definition:**
  - Any tree, structure, or object penetrating these surfaces is considered an airport hazard under state and federal regulations.
  - The FAA requires a 7460 Notice of Construction or Alteration for structures exceeding 200 feet above ground level or infringing within a 100:1 slope up to 20,000 feet from the runway centerline.
- **Drone Survey Findings:**
  - Surveys identified trees penetrating the PAPI (Precision Approach Path Indicator) surface, Part 77 surfaces, and State Licensing surfaces.
  - Many trees were already trimmed, with only a few remaining marginal penetrations (some only 2 feet above the 10-foot buffer).
  - The 27 approach now fully complies after recent trimming efforts.
- **Licensing Status:**
  - The airport currently holds a provisional license pending removal of remaining tree obstructions on the East (Runway 9) approach.
  - Restoration to a General Utility License requires clearing two remaining trees identified in the drone survey.
  - Removal is constrained by oak tree regulations, which require three consecutive days below 40°F before trimming.
  - An alternate contractor is being sought after the primary excavator was unavailable.
- **North–South Runway Clarifications:**
  - Historical configuration as a grass strip affects how the threshold-sighting surface begins.
  - To ensure 15-foot roadway clearance, the approach surface must begin at the runway end, not 200 feet beyond as on other runways.
  - Several minor branch intrusions were noted and will be trimmed by Get ‘r Cut Tree Service (estimated cost ~\$4,000).
  - Adjacent property owners granted permission for necessary trimming; no new easements required.
- **East–West Runway (Runway 9/27):**
  - Easements exist on some parcels, but additional homeowner cooperation is needed on properties without easements.
  - Staff will request permission from property owners to remove or trim specific trees encroaching into approach paths.

- Village Green management initially agreed to trim trees to Part 77 standards but later withdrew; negotiations continue.
- Compliance Strategy:
  - Priority is to clear state-licensed approach surfaces first to regain the General Utility license.
  - Full Part 77 compliance will follow.
  - The airport's consultant will finalize detailed tree removal and trimming plans for spring execution.
  - The next drone resurvey is scheduled in approximately three years.
- Coordination with MDOT:
  - The Airport Manager and Board representatives are scheduled to meet with MDOT Aeronautics the following day to review the compliance plan and confirm approval for threshold surface adjustments on the north-south runway.

Board Discussion:

- Members discussed the cost implications of easements versus direct trimming.
- It was confirmed that regular inspections and trimming schedules will continue

## Old Business

### SayWeather® Automated Weather Advisory Station – Installation Update

- A demo unit was displayed during the meeting.
- Hardware/Features: Upper wind instruments; lower integrated temp/humidity/rain module with onboard transmitter; internal aspirated shield with continuous fan (solar-powered with Ni-Cd backup). Separate 3 V cell in the transmitter. 40-ft cable available for wind sensor placement. Barometric sensing available.
- Mounting constraints and plan: Must be  $\geq 25$  ft from the fuel farm per safety guidance. Candidate locations:
  1. Existing pole near the fueling area (fire extinguisher/floodlight pole);
  2. A new pole  $\sim 25$  ft east of the tanks;
  3. Terminal roof (where the legacy sensor was).

Initial plan is to trial-mount on the fueling-area pole and validate readings.

- Comms/Power: 900 MHz link to the indoor console cabinet to be mounted behind the counter below the UNICOM radio. Evening closure of the metal hangar door may attenuate signal; staff will test link reliability with the door shut.
- Broadcast content: Wind and full advisory menus are configured (“3 clicks” for wind; “4 clicks” for full advisory). Rain data will be recorded but is not expected to be broadcast.
- Next steps: Airport Manager and staff to install and test in the coming days; adjust configuration as needed for accurate density-altitude and pressure outputs.

## Airport Manager's Report

- Community Event (Trunk-or-Treat): Estimated ~10,000 attendees, including 1,500–2,000 children. Board previously discussed lessons learned and traffic-control improvements.
- Approach Tree Trimming & Licensing:
  - Detailed plan formulated and being reviewed with MDOT Aeronautics; meeting scheduled tomorrow.
  - Objective: achieve State licensing compliance on North, West, and South approaches by early December; East approach timing depends on property coordination and species restrictions (e.g., oak trimming temperature window).
  - Continuing strategy: state-surface compliance first (to restore/maintain license), then full Part 77 clearances.
- Winter Readiness: Main clear/drain items underway (systems winterized as appropriate).
- Annual Program Reviews (November): Noise-Abatement and Safety Programs up for the regular annual review.
- Runway 18/36 Project: Spring construction project (north–south runway) planned; contracts not yet fully executed.
- Crack Sealing / Pavement Remarking:
  - Vendor coordination ongoing; program extension by the funding agency is uncertain.
  - Prior approval: ~\$39,000; current estimate: \$53,500. If the extension is not granted, costs may need to shift to federal grant funds.
- New Hangars (project): Status uncertain; potential delay related to approach-surface issues.
- Future Airport-Funded Projects: Hangar painting. Quotes received; additional quotes to be gathered.
- Licensing Inspection Checklist: Only approach items are marked “unsatisfactory”; all other inspected items passed. Airport currently on a provisional license pending approach corrections.
- Safety & Security – Marker Balls on Power Lines:
  - Coordination continues with Board of Light & Power. Issues include absence of the top (static) wire on one span, load/weight concerns, and labor. Airport believes additional/relocated marker balls would enhance safety within the approach and PAPI surfaces; discussions with BLP, State, and FAA are ongoing.
- Operations & Facilities:
  - Fuel pricing: 100LL and Jet-A both ~\$0.04/gal lower than last year; recent 100LL purchase was the lowest unit cost in ~18 months.
  - Facilities: Terminal and maintenance buildings in good condition. Rerouted hot-water lines from attic to interior bathroom in the maintenance hangar; several hangar doors repaired.
  - Hangar utilization: 100% occupied; ~50 on the waiting list. Applicants reminded that an aircraft is required for lease offers.
  - Fuel pump: Credit-card reader issue (contamination) resolved after cleaning; functioning normally.

- Grounds: Front-lawn fertilization reportedly not performed this summer; to be followed up.
- Maintenance: Three aircraft serviced by airport maintenance since last report.

## Financial Report

Summary:

- Bank Cash Balance: \$438,900
- Petty Cash: \$200
- Accounts Receivable: \$12,526

Total Current Assets: \$451,626

Combined, this represents the airport's current net cash position.

## Capital Improvement and Project Updates

Runway Rehabilitation Project (Runway 18/36)

- The contract with Reith-Riley Construction for the Runway 18/36 rehabilitation project is being finalized.
- Total contract amount: \$480,621.60.
- Scope: full mill-and-overlay of the north–south runway surface.
- Execution scheduled for spring 2026.

Federal Funding

- Despite the airport currently operating under a provisional license, federal funding remains active.
- A new design contract for the planned T-hangars has been received, valued at \$63,000.
  - Expected to appear on the City Council agenda in December for approval.

Completed and In-Progress Capital Improvements (FY2025)

Project	Budgeted	Actual / Status	Notes
SayWeather Automated Station	\$15,000	\$10,170	Completed under budget

Project	Budgeted	Actual / Status	Notes
Runway Rehab – Engineering	\$43,500	\$43,500	Completed on budget
Runway Rehab – Construction	\$481,000	\$480,000	Contract finalized; spring start
T-Hangar Design	\$74,000	\$63,000	In progress; council approval pending
Gas Pump Replacement	\$75,000	\$64,750	Completed under budget
Hangar Painting	\$25,000	\$18,626	Completed under budget
HVAC Replacement (Maintenance Hangar)	\$25,000	Pending quotes	Will replace furnaces (20+ yrs old) this fiscal year
Crack Sealing / Pavement Marking	\$40,000	TBD	Awaiting state confirmation of funding extension
Construction of T-Hangar, Site Work	\$172,500	TBD	May be adjusted depending on project phasing
Tree Trimming (Approaches)	\$25,000	Ongoing	Part of licensing compliance work

Notes:

- Tree-trimming allocations are included in the budget and will be used toward ongoing approach clearance work.
- The airport's financial condition remains strong, with adequate cash reserves to cover pending obligations.

## Second Call to the Audience

- Mayor Monetza addressed the Board, congratulating the team on the success of the Trunk or Treat event.
- The Mayor confirmed, per the City Manager, that two Public Safety units were present during the event providing traffic control.
- He recommended that, prior to involving mutual-aid agencies or outside departments, the Airport Board coordinate directly with the City Manager and Public Works Director to review traffic management and safety procedures for future events.
- The Mayor observed that traffic congestion was significant; he attempted to arrive at approximately 2:30 p.m. but was unable to access the airport due to long lines near Comstock Street and 168th Avenue.
- He also noted children crossing the road in that area and emphasized the need to ensure proper pedestrian safety controls at future community events.
- Airport representatives acknowledged that information and will coordinate accordingly.

## Adjournment

There being no further business, the meeting was adjourned at 7:00 pm.

Respectfully submitted,

Richard Clapp

Airport Board secretary

GRAND HAVEN BOARD OF LIGHT AND POWER  
MINUTES  
OCTOBER 16, 2025

A regular meeting of the Grand Haven Board of Light and Power was held on Thursday, October 16, 2025, at 6:00 PM at 1700 Eaton Drive in Grand Haven, Michigan and electronically via live Zoom Webinar.

The meeting was called to order at 6:02 PM by Chairperson Westbrook.

**Present:** Directors Crum, Knoth, Welling, and Westbrook.

**Absent:** Director Polyak.

**Others Present:** General Manager Rob Shelley, Secretary to the Board Danielle Martin, Distribution and Engineering Manager Austin Gagnon, and Information Technology Specialist Dan Deller.

**25-14A** Director Crum, supported by Director Welling, moved to excuse Director Polyak from the meeting due to personal reasons.

**Roll Call Vote:**

In favor: Directors Crum, Knoth, Welling and Westbrook; Opposed: None.  
Motion carried.

**25-14B** Director Welling, supported by Director Knoth, moved to approve the meeting agenda.

**Roll Call Vote:**

In favor: Directors Crum, Knoth, Welling and Westbrook; Opposed: None.  
Motion carried.

**Pledge of Allegiance**

**Public Comment Period:**

Jeff Miller, 1120 South Harbor Drive, commented on the October 9, 2025 BLP Open House, stakeholder engagement, and strategic planning.

**25-14C** Director Welling, supported by Director Knoth, moved to approve the consent agenda. The consent agenda includes:

- Approve the September 25, 2025 meeting minutes
- Receive and File the September Financial Statements and Power Supply and Retail Sales Dashboards
- Receive and File the September Key Performance Indicator (KPI) Dashboard
- Receive and File the MPPA Energy Services Project Resource Position Report dated 09/30/2025

GRAND HAVEN BOARD OF LIGHT AND POWER  
MINUTES  
OCTOBER 16, 2025

- Approve payment of bills in the amount of \$2,418,918.92 from the Operation & Maintenance Fund
- Approve payment of bills in the amount of \$154,077.71 from the Renewal & Replacement Fund
- Receive and File the Public Act 202 Pension and Other Post Employment Benefits Funding Report

The Public Act 202 report must be shared with the Board annually as a part of our state reporting process and shows the BLP meets required funding levels. The pension actuarial report will be delivered in December.

**Roll Call Vote:**

In favor: Directors Crum, Knoth, Welling and Westbrook; Opposed: None.  
Motion carried.

**25-14D** Director Welling, supported by Director Knoth, moved to approve the Purchase Orders. The Purchase Orders include:

- Purchase Order #23556 to Turnkey Network Solutions in the amount of \$82,353 for transmission fiber optic cable river crossing
- Purchase Order #23562 to Resco in the amount of \$76,705 for five padmount transformers
- Purchase Order #23564 to Landis and Gyr in the amount of \$30,000 for the calendar year 2026 AMI software subscription

In 2017-2018, the BLP placed fiber optic cables throughout its system, except for under the Grand River. We were approached by Wolverine Power, who also used fiber optic in their system, about leasing space to connect their systems which lay to the north and south of Grand Haven. Staff recommends approval of Purchase Order #23556 to place fiber optic under the river. This will not only complete our own system, but the costs will be more than recouped through lease income we will receive from Wolverine of approximately \$150,000 over 20 years.

Landis and Gyr currently supports our AMI system. Staff recommends entering a nine-year agreement to continue this service. Purchase Order #23564 will cover the first year of the agreement. The agreement has been reviewed by the BLP's legal counsel and is recommended for approval by staff.

**Roll Call Vote:**

In favor: Directors Crum, Knoth, Welling and Westbrook; Opposed: None.  
Motion carried.

GRAND HAVEN BOARD OF LIGHT AND POWER  
MINUTES  
OCTOBER 16, 2025

**25-14E** Director Welling, supported by Director Knoth, moved to approve the Resolution to Adopt the Annual Exemption Option as set forth in Public Act 152 the Publicly Funded Health Insurance Contribution Act. (Attachment A)

Public Act 152 sets limits on how much a public employer can contribute to its employees' health care coverage. There are three ways for an employer to comply: by meeting the established hard cap dollar amounts, by having employees contribute 20% towards the cost of their health care coverage, or by opting out. The BLP has historically utilized the opt-out option.

**Roll Call Vote:**

In favor: Directors Crum, Polyak, Welling and Westbrook; Opposed: None.  
Motion carried.

**25-14F** Chairperson Westbrook thanked BLP employees for their work on the October 9<sup>th</sup> Open House. He felt it was well attended and a good event.

**No formal action taken.**

**Other Business**

- Kent Power is continuing work on the Harbor Drive project. Some setbacks have been encountered, and the completion date has been adjusted to December.
- The General Manager reported he attended a recent airport board meeting and spoke at public comment. He is also scheduled for a meeting with the airport board chair and the city's airport liaison to further discuss the possibility of a community solar garden.
- The coal yard clean up on Harbor Island is complete. BLP and City staff meet monthly regarding Harbor Island.

**No formal action taken.**

**Public Comment Period:** none.

**Adjournment**

At 6:28PM by motion of Director Welling, supported by Director Knoth, the October 16, 2025 Board meeting was unanimously adjourned.

Respectfully submitted,



Danielle Martin  
Secretary to the Board

DM

GRAND HAVEN BOARD OF LIGHT AND POWER  
MINUTES  
OCTOBER 16, 2025

Attachment A

**RESOLUTION TO ADOPT THE ANNUAL EXEMPTION OPTION AS SET FORTH IN 2011 PUBLIC ACT 152 THE  
PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT**

WHEREAS, 2011 Public Act 152 (the "Act") was passed by the State Legislature and signed by the Governor on September 24, 2011; and

WHEREAS, the Act contains three options for complying with the requirements of the Act; and

WHEREAS, the three options are as follows:

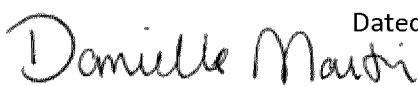
- 1) Section 3 - "Hard Caps" Option - limits a public employer's total annual health care costs for employees based on coverage levels, as defined in the Act;
- 2) Section 4 - "80%/20%" Option - limits a public employer's share of total annual health care costs to not more than 80%. This option requires an annual majority vote of the governing body;
- 3) Section 8 - "Exemption" Option - a local unit of government, as defined in the Act, may exempt itself from the requirements of the Act by an annual 2/3 vote of the governing body; and

WHEREAS, the Grand Haven Board of Light and Power has decided to adopt the annual Exemption option as its choice of compliance under the Act.

NOW THEREFORE, BE IT RESOLVED, the Grand Haven Board of Light and Power elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the annual Exemption option for the medical benefit plan coverage year January 1, 2026 through December 31, 2026.

**RESOLUTION DECLARED ADOPTED**

Dated: October 16, 2025



Danielle Martin, Board Secretary  
Grand Haven Board of Light & Power

**CERTIFICATION**

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Grand Haven Board of Light & Power, at a meeting held on October 16, 2025, and that public notice of said meeting was given pursuant to, and in compliance with, Act 267 of the Public Acts of Michigan of 1976, as amended.

 October 16, 2025

Robert Shelley, General Manager  
Grand Haven Board of Light & Power

GRAND HAVEN BOARD OF LIGHT AND POWER  
MINUTES  
NOVEMBER 20, 2025

A regular meeting of the Grand Haven Board of Light and Power was held on Thursday, November 20, 2025, at 6:00 PM at 1700 Eaton Drive in Grand Haven, Michigan and electronically via live Zoom Webinar.

City Clerk Maria Boersma administered the Oath of Office for Directors Crum and Polyak.

The meeting was called to order at 6:00 PM by Chairperson Westbrook.

**Present:** Directors Crum, Knoth, Polyak, Welling, and Westbrook.

**Absent:** None.

**Others Present:** General Manager Rob Shelley, Secretary to the Board Danielle Martin, Finance Manager Lynn Diffell, Operations and Power Supply Manager Erik Booth, Distribution and Engineering Manager Austin Gagnon, and Information Technology Specialist Dan Deller.

**25-15A** Director Welling, supported by Director Crum, moved to elect Director Westbrook as Chairperson.

**Roll Call Vote:**

In favor: Directors Crum, Knoth, Polyak, Welling and Westbrook; Opposed: None.  
Motion carried.

**25-15B** Director Welling, supported by Director Polyak, moved to elect Director Crum as Vice-Chairperson.

**Roll Call Vote:**

In favor: Directors Crum, Knoth, Polyak, Welling and Westbrook; Opposed: None.  
Motion carried.

**25-15C** Director Crum, supported by Director Welling, moved to approve the meeting agenda.

**Roll Call Vote:**

In favor: Directors Crum, Knoth, Polyak, Welling and Westbrook; Opposed: None.  
Motion carried.

**Pledge of Allegiance**

**Public Comment Period:**

Jim Hagen, 400 Lake, commented in support of joint City Council and Board of Light and Power meetings.

Mike Dora, 501 Friant, commented in support of joint meetings and looks forward to working with the Board.

GRAND HAVEN BOARD OF LIGHT AND POWER  
MINUTES  
NOVEMBER 20, 2025

**25-15D** Director Welling, supported by Director Knoth, moved to receive and file the Fiscal Year 2025 Audit Report.

Mike Vredeveld of Vredeveld Haefner LLC presented the audit report. The audit process went smoothly, and staff made the process efficient. The audit received a clean opinion. The BLP's net position has been increasing over recent years. Revenue sources have remained consistent.

**Roll Call Vote:**

In favor: Directors Crum, Knoth, Polyak, Welling and Westbrook; Opposed: None.  
Motion carried.

**25-15E** Updated documents for the Board's orientation binders were provided. A discussion was held on record retention best practices.

**No formal action taken.**

**25-15F** A review of Board Bylaws was held, as required following each City election. Directors had no concerns with the Bylaws as written.

**No formal action taken.**

**25-15G** Director Welling, supported by Director Polyak, moved to approve the consent agenda. The consent agenda includes:

- Approve the October 16, 2025 meeting minutes
- Receive and File the October Financial Statements and Power Supply and Retail Sales Dashboards
- Receive and File the October Key Performance Indicator (KPI) Dashboard
- Receive and File the MPPA Energy Services Project Resource Position Report dated 10/31/2025
- Approve payment of bills in the amount of \$2,862,276.19 from the Operation & Maintenance Fund
- Approve payment of bills in the amount of \$1,242,795.69 from the Renewal & Replacement Fund

**Roll Call Vote:**

In favor: Directors Crum, Knoth, Polyak, Welling and Westbrook; Opposed: None.  
Motion carried.

GRAND HAVEN BOARD OF LIGHT AND POWER  
MINUTES  
NOVEMBER 20, 2025

**25-15H** Director Welling, supported by Director Knoth, moved to approve the Purchase Orders. The Purchase Orders include:

- Purchase Order #23574 to Power Line Supply in the amount of \$51,175 for 15kV underground cable 500MCM CU

This purchase order is to replace cable damaged by a directional bore. The previous cable was older, so Staff recommends replacement rather than repair.

**Roll Call Vote:**

In favor: Directors Crum, Knoth, Polyak, Welling and Westbrook; Opposed: None.  
Motion carried.

**25-15I** Operations and Power Supply Manager Erik Booth provided an update of renewable energy projects. In the last year, two new solar projects came online. The BLP has a total of 23 megawatts of solar between six projects in which it participates. Across all types of renewables, the BLP has a total of 33.8 megawatts, or 30% of our overall power supply portfolio. The BLP is forecasted to be in compliance with the state's renewable energy requirements until 2036.

**No formal action taken.**

**25-15J** Chairperson Westbrook reported he enjoyed the retiree and employee luncheon held earlier this week. He also thanked staff for their participation in the Soup for All event.

**No formal action taken.**

**Other Business**

- The BLP earned an APPA Customer Satisfaction Award and an Award of Merit in Communications.
- The BLP is applying for a grant from the Grand Haven Area Community Foundation for the community solar project. We have passed the letter of intent stage and have been asked to submit a full application.
- The General Manager is on the Airport Board's next Tuesday meeting agenda to provide information on the community solar garden concept. Construction would need to begin by July 4, 2026 to participate in current tax credit opportunities.

**No formal action taken.**

**Public Comment Period:** none.

**Adjournment**

At 6:45PM by motion of Director Welling, supported by Director Knoth, the November 20, 2025 Board meeting was unanimously adjourned.

GRAND HAVEN BOARD OF LIGHT AND POWER  
MINUTES  
NOVEMBER 20, 2025

Respectfully submitted,

A handwritten signature in black ink that reads "Danielle Martin". The signature is fluid and cursive, with "Danielle" on the top line and "Martin" on the bottom line.

Danielle Martin  
Secretary to the Board

DM



## GRAND HAVEN, MICHIGAN

### LAKE FOREST CEMETERY BOARD

#### Minutes

**July 14, 2025**

Notice and agenda of a regular meeting of the Grand Haven Lake Forest Cemetery Board to be held on July 14, 2025, 2025 at 3:00 p.m. at the Lee Memorial Chapel, 1304 Lake Avenue, Grand Haven, Michigan.

Board members unable to attend the meeting are requested to telephone Derek Lemke, City Staff Liaison at 847-3493.

1. **ROLL CALL**

Cynthia Crane  
Dennis Scott  
Chuck Fuller  
Jerry Swifney

2. **Approval of Minutes**

Minutes from the June 9, 2025 meeting were presented to the board. A motion was made by Crane and second by Fuller. Motion passed 4-0

3. **Public Comment**

4. **OLD BUSINESS**

5. **NEW BUSINESS**

- a. Mr. Klausen petitioned the board on behalf of Mr. Ewing for approval of a headstone that is a piece of petrified wood. The piece meets all requirements for headstone sizes. A motion to approve was made by Crane and Seconded by Fuller. Motion passed 4-0

6. **Public Comment**

7. **Adjournment**

Meeting was adjourned at 3:19



## GRAND HAVEN, MICHIGAN

### LAKE FOREST CEMETERY BOARD

#### Minutes

**AUGUST 11, 2025**

Notice and agenda of a regular meeting of the Grand Haven Lake Forest Cemetery Board to be held on August 11, 2025, 2025 at 3:00 p.m. at the Lee Memorial Chapel, 1304 Lake Avenue, Grand Haven, Michigan.

Board members unable to attend the meeting are requested to telephone Derek Lemke, City Staff Liaison at 847-3493.

1. **ROLL CALL**

Cynthia Crane  
Dennis Scott  
Chuck Fuller  
Jerry Swifney

2. **Approval of Minutes**

Minutes from the July 14, 2025 meeting were presented to the board. A motion was made by Crane and second by Fuller. Motion passed 4-0

3. **Public Comment**

a. K. Fuller would like to bring to the city's attention the area in the cemetery known as baby land. She would like to see it get some attention and fixing up to set it apart.

4. **OLD BUSINESS**

5. **NEW BUSINESS**

a. Review Cemetery rules for new sign  
i. Proposed rules were presented and accepted for the new sign. Motion was made by Crane, Seconded by Swifney

6. **Public Comment**

7. **Adjournment**

Meeting was adjourned at \_\_\_ 3:19



## GRAND HAVEN, MICHIGAN

### LAKE FOREST CEMETERY BOARD

#### Minutes

**September 8, 2025**

Notice and agenda of a regular meeting of the Grand Haven Lake Forest Cemetery Board to be held on September 8, 2025, 2025 at 3:00 p.m. at the Lee Memorial Chapel, 1304 Lake Avenue, Grand Haven, Michigan.

Board members unable to attend the meeting are requested to telephone Derek Lemke, City Staff Liaison at 847-3493.

1. **ROLL CALL**

Cynthia Crane  
Dennis Scott  
Chuck Fuller  
Jerry Swifney

2. **Approval of Minutes**

Minutes were not available for the board to approve. They will be presented at the October meeting

3. **Public Comment**

- a. Brower informed the board of an eagle scout group that would like to do a project in the cemetery to clean and document headstones of veterans
- b. A discussion was had about additional names to be added to potter's field signs. No resolution was made
- c. Brick wall options are to be added to FY 26/27 capital plan.
- d. Grounds keeping concerns were raised by Scott. Specifically, a drainage issue and a hard edge on the road that needs to be filled in.

4. **OLD BUSINESS**

5. **NEW BUSINESS**

6. **Public Comment**

7. **Adjournment**

Meeting was adjourned at \_\_\_\_ 3:56



## GRAND HAVEN, MICHIGAN

### LAKE FOREST CEMETERY BOARD

#### Minutes

**October 13, 2025**

Notice and agenda of a regular meeting of the Grand Haven Lake Forest Cemetery Board to be held on October 13, 2025, 2025 at 3:00 p.m. at the Lee Memorial Chapel, 1304 Lake Avenue, Grand Haven, Michigan.

Board members unable to attend the meeting are requested to telephone Derek Lemke, City Staff Liaison at 847-3493.

**1. ROLL CALL**

Cynthia Crane  
Chuck Fuller  
Jerry Swifney  
Jeri Ashcraft

**2. Approval of Minutes**

Minutes from the September 8, 2025 meeting were presented to the board. A motion was made by Crane and Seconded by Ashcraft to approve the minutes as presented. Motion passed 4-0

Minutes from the August 11, 2025 meeting were presented to the board. A motion was made by Crane and Seconded by Ashcraft to approve the minutes as presented. Motion passed 4-0

**3. Public Comment**

- Wicked tours have begun in the cemetery and have been very successful
- Concern was raised that the cemetery gates have not been getting closed. Many neighbors have reported hearing commotion in the cemetery at night.

**4. OLD BUSINESS**

**5. NEW BUSINESS**

- Brooks Monument- The board discussed revisiting the approval of a monument for Mr. Brooks that had previously been denied by Director of DPW. Further discussion is planned for next meeting when the board has the size of the proposed monument
- Cemetery hours- Lemke reported to the board the new hours and procedure for people to contact the cemetery office. The office will remain closed for the winter and only open by appointment.

- c. Meeting Dates for 2026- Dates were presented to the board for the 2026 calendar year. A motion was made by Ashcraft and seconded by Swifney to approve the dates as presented. The motion passed 4-0

6. **Public Comment**

7. **Adjournment**

Meeting was adjourned at \_\_\_ 3:35

**Duncan Park Commission** – October 21, 2025; Regular Meeting; 6:00pm  
Grand Haven City Hall, Council Chambers, Grand Haven, MI

**CALL TO ORDER:**

COMMISSIONERS: Joe Middleton, Mike Poort, Georgette Sass, John Williams  
CITY LIAISON: Michael England

**APPROVAL OF AGENDA:** Motion to approve amended agenda made by Sass, second by Port; passed 4-0

**PUBLIC COMMENT:** *Members of the audience may address the Commission on any item, whether on the agenda or not. Those addressing the Commission are asked to provide their name and address and will be limited to three minutes of speaking time. The Commission will hear all comments for future consideration but may not have a response at this time.*

**APPROVAL OF MINUTES:** Motion to approve September 16, 2025 Draft Minutes made by Poort, second by Sass; passed 4-0

**AGENDA**

NEW BUSINESS:

- A. **Discussion** – Duncan Park Commission (DPC) discussed the need to protect tree species impacted by invasive species in our efforts to manage forest health in Duncan Park. The Department of Public Works asked Brett Kuipers (who developed a forest management plan for the city) and James Retzlaff (the city's contracted arborist from Parshall Tree Care Experts) to provide their professional perspectives on treatment options for Elongate Hemlock Scale (EHS) and Hemlock Wooly Adelgid (HWA). *Outcome – The Department of Public Works will facilitate transmission of a proposal from Parshall Tree Care Experts outlining what would be covered by the proposed \$85,000 cost of treating ESH and HWA with Dinotefuran in Duncan Park.*
- B. **Discussion** – The Duncan Park Commission accepted the proposal from JDesign & Services LLC to begin construction of steps to control erosion at the Wisconsin St access. References were received, however DPC has not received feedback from the city engineer. *Motion – JDesign & Services LLC will begin construction of steps in November 2025 providing erosion control at the Wisconsin St access point between Duncan Park and Duneside Discovery Center pending review by city engineer made by Sass, second by Williams; passed 4-0.*

OLD BUSINESS:

- C. **Discussion** – Commissioners confirmed coverage at the annual Fall Color “Drive Thru” on October 25<sup>th</sup>.

**COMMISSIONER'S REPORTS:** *These are limited in scope, representing a report of activities relevant to Duncan Park and DPC. These will be limited to 3 minutes. Discussions or actions that require detailed consideration or a vote should be placed as an agenda item under NEW BUSINESS.*

CITY LIAISON REPORT: None

TREASURER REPORT: Financial documents for September were sent with this agenda and are posted to Google Drive.

**PUBLIC COMMENT:**

**ADJOURNMENT:** 7:52pm

**NEXT MEETING:** November 18, 2025 @6pm

Approved minutes respectfully submitted,



Georgette Sass

Sent to City Clerk on November 18, 2025

**CALL TO ORDER:**

COMMISSIONERS: Joe Middleton, Mike Poort, Georgette Sass, John Williams  
CITY LIAISON: Michael England

**APPROVAL OF AGENDA:** Motion to approve agenda made by Poort, second by Sass; passed 4-0

**PUBLIC COMMENT:** *Members of the audience may address the Commission on any item, whether on the agenda or not. Those addressing the Commission are asked to provide their name and address and will be limited to three minutes of speaking time. The Commission will hear all comments for future consideration but may not have a response at this time.*

**APPROVAL OF MINUTES:** Motion to approve October 21, 2025, Draft Minutes made by Poort, second by Williams; passed 4-0

**AGENDA**

NEW BUSINESS:

- A. **Discussion** – On November 3, 2025, the Grand Haven City Council voted to extend the city's contract with Parshall Tree Care to include the Duncan Park Commission (DPC) contingent upon its approval. This allows DPC to use this contractor without the requirement of seeking 3 competitive bids for work exceeding \$30,000. On November 11, 2025, the Duncan Park Commission received the proposed treatment plan from Parshall Tree Care outlining what would be covered by the \$85,000 cost of treating ESH and HWA with Dinotefuran in Duncan Park. Commissioners submitted questions about the details of the contract to James Retzlaff of Parshall Tree Care. Larry Burns, Brian Rathburn and James Retzlaff were present to answer any remaining questions. *Because treatment will not be able to be implemented for several months, the DPC can be both thorough and careful in our considerations of Hemlock treatment. The Duncan Park Commission will consider additional options at the December meeting when we have information about other possible approaches.*
- B. **Discussion** – The Duncan Park Commission set its 2026 meeting calendar. *Motion – The Duncan Park Commission will maintain its meeting time as the third Tuesday of every month at 6pm for the 2026 calendar year – made by Sass, second by Williams; passed 4-0.*
- C. **Discussion** – A grant opportunity was communicated to the Duncan Park Commission by Jim Matthews who was present. Applications for a grant from the Michigan DNR, DTE Energy Foundation and ReLeaf Michigan to fund efforts to regrow Michigan's tree canopy will open in Summer 2026. Poort volunteered to work with Jim Matthews towards generating a successful application. *Motion – The Duncan Park Commission makes a commitment to apply for this grant, in coordination with the city – made by Sass, second by Williams; passed 4-0.*
- D. **Discussion** – The Duncan Park Commission will submit its budget to the City of Grand Haven early in 2026. A consideration of our operational expenses and any capital improvement expenses would be greatly facilitated by establishing a 5-year and 10-year management plan. **Outcome** – DPC has identified commissioners (Port and Middleton with Williams possible) who will begin the process in coordination with Grand Haven Finance Director, Emily Greene, and the Grand Haven Area Community Foundation who holds our fund. *Motion – The Duncan Park Commission identifies Poort and Middleton to initiate contact with Emily Greene – made by Sass, second by Williams; passed 4-0*

OLD BUSINESS:

- E. **Discussion** – It was determined that construction of steps to control erosion at the Wisconsin St access by JDesign & Services LLC did not need to be reviewed by an engineer. *Motion – JDesign & Services LLC will begin construction of steps in November 2025 providing erosion control at the Wisconsin St access point between Duncan Park and Duneside Discovery Center – made by Sass, second by Williams; passed 4-0.*

**Duncan Park Commission** – November 18, 2025; Regular Meeting; 6:00pm  
Grand Haven City Hall, Council Chambers, Grand Haven, MI

**COMMISSIONER'S REPORTS:** *These are limited in scope, representing a report of activities relevant to Duncan Park and DPC. These will be limited to 3 minutes. Discussions or actions that require detailed consideration or a vote should be placed as an agenda item under NEW BUSINESS.*

*Poort and Sass reported on the success of the November 15, 2025, Volunteer Day in which mulch was spread to create a trail for students of Duneside Discovery Center and the front gate beds were cleaned for the winter. Much appreciation for the turnout goes to Shyle Lyons who posted the notice for the event on various media sites.*

**CITY LIAISON REPORT:** *None.*

**TREASURER REPORT:** Financial documents for October were sent with this agenda and are posted to Google Drive.

**PUBLIC COMMENT:**

**ADJOURNMENT:** *7:05pm*

**NEXT MEETING:** December 16, 2025 @6pm

Approved minutes respectfully submitted,



Georgette Sass

Sent to City Clerk on December 16, 2025

## AGENDA

Board of Directors - Grand Haven Main Street

Thursday, October 9, 2025 - Time 7:30 am

Grand Haven City Hall – Council Chambers

1. Call Meeting to Order and Roll Call 7:31 - Joyce Workman, Chandi Pape Jack DeMarr, Bob Monetza, Brant Raterink, Kelly Larson, Lynn Negen, Todd Anthes, Chris Weavers, John Groothuis, (Dawn Gravelyn at 7:42)
2. Review and Approve of the Consent and Regular Agenda Motion- Kelly 2nd John
3. Call to Audience/Public Comments
4. Consent Agenda Motion- Bob, 2nd Kelly
  - a. Approve Minutes from September 11, 2025 Board Meeting
  - b. Accept Executive, Recruitment & Retention, Preservation & Place, and Organization meeting minutes from August
  - c. Treasurer's Report - Review and approve reports ending September 30, 2025
  - d. Committee Updates

### Organization

1. MyCommittee.com – see attached memo - My Committee will make it easier to take minutes, and attached agendas and everything will be in one location.

### Promotions

1. Event Dates - Bones About Town 10/1 - 31, Fall Fest 10/25, Tote Club Days 11/8, Light Night 11/21

iii. Recruitment & Retention – See attachments

1. 224 Washington Ave.
  - a. Public hearing regarding a resolution to approve an Obsolete Property Rehabilitation Act Exemption Certificate at 224 Washington Avenue – October 6, 2025 Council Meeting
2. Chinook Pier
3. Centertown Vision Plan Update
5. New Business

a. DDA funding update – Kelly Larson, Treasurer - putting together numbers/charts as to what it looks like for the district. Will run scenarios by PSD Committee. It is in the annual report that is available on the website and it is in line with what was discussed. They found where the mistake was and have rectified it.

b. Approve the Main Street DDA Sponsorship Plan Motion- Kelly 2nd Dawn

1. Executive Director Recommends

2. Committees Recommend

1. \$4,000 for 53 light poles with live garland \$500 sponsorship recognition, 3 years – Dykstra Landscaping

a. Executive Director Recommends

b. Preservation & Place Recommends

2. \$5,400 for 53 light poles with live garland, 3 years with increases – JW Greenhouse

- c. Approve Proposal for Holiday Light Poles from Dykstra Landscaping Motion- Chris 2nd Jack - Lynn No

d. Tote Club Days Tote bags will have 2500 with 30 sponsors and have until Friday 10/10.  
Motion- Kelly Melita 2nd

1. 2025 follow-up and evaluation
2. Approve updated work plan for 2026
  - a. Same tote giveaway & sponsorship as 2024 and earlier
  - b. Same quarterly events for all retailers, no participation fee
- i. Executive Director Recommends
- ii. Promotions Recommends

6. Director's Report

4 resolutions for the assessment process for City Council in February. We would have to reopen the role every 5 years. The original development plan is for 5 years but could we amend to do it every 3 years? We could open the process again after the properties are done.

MI Main Street- Training for the Board on Board engagement. Monday is the last day for the city training going to Howell and Brighton.

7. Chair's Report

a. Director's Tasks for 2025/26 How are we assessing the Exec Dir job description.  
Financial Management- understand the budget.

Educate

Communication

Chandi will send the notes and we will discuss next meeting.

Put an action plan together as to how to ask for sponsorships.

Change the month as to when the revue is done.

8. Call to Audience/Public Comment

9. Adjourn 8:15



**CITY OF GRAND HAVEN  
GRAND HAVEN, MICHIGAN**

**MINUTES FOR  
MUSICAL FOUNTAIN  
COMMITTEE MEETING**

**CITY HALL  
519 WASHINGTON AVE**

**WEDNESDAY, September 10, 2025  
6:00 PM**

Committee members unable to attend are requested to contact Brian Jarosz, City Liaison, at  
[bjarosz@grandhaven.org](mailto:bjarosz@grandhaven.org) or 616-847-3493

**1. MEETING CALLED TO ORDER**

**2. ROLL CALL Present:**

Jerry Troke  
Nicki Bonczyk  
Brad Boyink  
Sarah Kallio  
Brandon Nearanz  
Jane Riddle  
Brian Jarosz (City Liaison)

**Absent:**

Ivy DeWitt  
Dennis Nivison

**3. APPROVAL OF AGENDA**

**Motion To Approve:** Nicki Bonczyk  
**Second:** Sarah Kallio  
**Passes unanimously**

**4. CALL TO AUDIENCE**

*At this time, members of the audience may address Committee on any item, whether on the agenda or not. Those addressing Committee are asked to provide their name and address and will be limited to three minutes of speaking time. Committee will hear all comments for future consideration but will not have a response at this time.*

**5. APPROVAL OF MINUTES OF MEETING OF AUGUST 13, 2025**

**Motion To Approve:** Nicki Bonczyk  
**Second:** Jane Riddle  
**Passes unanimously**

## 6. NEW BUSINESS

### **Motion to add 3 songs to Harry Styles Set**

**Motion To Approve:** Brandon Nearanz

**Second:** Nicki Bonczyk

**Passes unanimously**

## A. MAINTENANCE ITEMS

- Status Update on New Lighting
  - Light fixtures here!
  - Acclaim Splitters here
  - Testing DPW on Saturday Sept 13 at 10am
  - Other components and enclosures being procured
  - Two pumps needed seal repacking-parts ordered
  - Network cable needs different connectors-Brad to supply
- City Items
  - Entry road scraping/leveling – DONE
  - Disposal of tree trimmings – After tick season
  - Leak in Control Room roof-new item

**Continuing Items**

  - Crack seal the asphalt
  - Replace the Anchor House roof
  - Replace the Anchor pole boot
  - Extend entry gate fencing

## B. TASK FORCE ITEMS

- Fall cleanup needed? Waiting til spring given “tick issues” and will be easier to spot debris in spring

## C. PRODUCTION ITEMS

### ◦ Music Approval

- One Direction / Harry Styles Music for Review tonight
  - As It Was – Harry Styles
  - Drag Me Down – One Direction
  - Falling – Harry Styles
  - Happily – One Direction
  - Music For a Sushi Restaurant – Harry Styles

**Motion To Approve:** Nicki Bonczyk

**Second:** Sarah Kallio

**Passes unanimously**

- A Land Down Under Music for Review tonight
  - Back In Black – AC/DC
  - Cheap Thrills – Sia
  - Days Go By – Keith Urban
  - Electric Blue – ICEHOUSE
  - Jessie’s Girl – Rick Springfield

- Tragedy – Bee Gees
- Unstoppable – Sia
- **Motion To Approve:** Brandon Nearanz
- **Second:** Sarah Kallio
- **Passes unanimously**
- 
- Crooners Classics Music for Review tonight
  - Beyond the Sea – Bobby Darrin
  - Feeling Good – Michael Buble
  - Fever – Peggy Lee
  - I Put A Spell On You – Nina Simone
  - L-O-V-E – Nat King Cole
  - Mandy – Barry Manilow
  - Moon River (From “Breakfast at Tiffany’s”) – Andy Williams
  - Unforgettable – Natalie Cole, Nat King Cole
  - What a Wonderful Life – Louis Armstrong

**Motion To Approve:** Nicki Bonczyk

**Second:** Brandon Nearanz

**Passes unanimously**

- Individual Additional Songs for Review tonight
  - Wake Me Up When September Ends – Green Day
  - Mama, I’m Coming Home – Ozzy Osbourne
- **Motion To Approve:** Brandon Nearanz
- **Second:** Sarah Kallio
- **Passes unanimously**

◦ Song Testing update

- Last Day to test will be 9/24
- New song count for 2025 is 92!!

◦ 2025 Shows update

- Double shows in September very popular

◦ 2026 Shows Update

- Keep the new music coming! Canada night?
- Many more “theme nights” on their way
- Brad to work on fountain archives for possible presentations

## D. MARKETING ITEMS

- Social Media update
  - Facebook followers just surpasses 30k!
- Printful donation shop?
- Waterfront Stadium Fountain store?
  - Jerry to investigate which might be best
- Coloring Books discussion (continued)
- Other Ideas

**E. FINANCE ITEMS**

◦ August 2025 statements

◦ **CHAIRMAN'S REPORT**

**7. OTHER NEW BUSINESS**

**Brad working on new choreographer programming**

**8. NEXT MEETING DATE – December 10, 2025**

**9. ADJOURNMENT**

# NORTHWEST OTTAWA RECREATION AUTHORITY

1415 Beechtree Street, Grand Haven, MI 49417

Phone: 616.850.5125 [www.norarec.org](http://www.norarec.org)

## NORA ADVISORY BOARD MEETING MINUTES

Meeting date: June 19, 2025

### 1. Call to order: Chairperson William Montgomery, Ferrysburg

The meeting was called to order at 5:30 p.m. by Board Chair William Montgomery

### 2. Roll Call.

Mary Jane Belter - GH Twp - pr

Howard Behm - GH Twp - pr

Adam MacMillan - Robinson Twp - ab

Rick Mikkelsen - Robinson Twp - ab

Karen Lowe - Grand Haven - ab

Lyndsey Huisman - Grand Haven - pr

William Montgomery - Ferrysburg - pr

Craig Bessinger - Ferrysburg - pr

Marc Eickholt - GHAPS - pr

Sarah Elliott - GHAPS - ab

Rebecca Hopp - At Large - pr

### 3. Approval of Meeting Agenda:

***Motion by Eickholt, second by Hopp, to approve the amended agenda. Vote: 7-0***

Discussion:

Add update of city fees under old business

### 4. Approval of Consent Agenda:

***Motion by Belter, second by Hopp, to approve the consent agenda. Vote: 7-0***

Discussion: Approval of Board Meeting Minutes of April 24, 2025 as printed.

### B. Financial Reports:

1. May 2025 Financials - Revenue & Expense Sheet

### 5. New Business

#### A. Summer Planning & Updates

Recreation summer school camps are underway

Attendance is down about 25% - in part because of lack of funding to assist kids that fall into the homeless category. Families may be working to figure out their afternoon options since the Outdoor Discovery Center is offering the morning at no cost.

Summer classes include: Archery and mountain biking classes, canoe fishing classes

Fishing, Baseball, basketball, softball, beach volleyball

Enrollments are up for all summer classes

Jackie is doing the Tuesday night downtown programs. The DDA is funding part of Jackie's salary/time for working on the downtown activities.

NORA programs are being advertised during the activities.

Spring activities were successful with great participation.

Montgomery asked about Rec summer school scholarships. 7 were given.

**B. Director's review:**

Montgomery and Bessinger completed the review.

Noted areas: working with Robinson Twp, working on the bylaw amendments, and the other things beyond the role of a rec director that Chris does.

Compensation: last year the Director's compensation was increased to bring VanHekken in line with other rec programs. The COLA is 3.1%

Recommendation: an increase of 3.1%, additional vacation time

Motion by Hopp, second by Eickholt, to support the recommendation of a 3.1% increase and additional vacation time. . Vote: 7-0

**C. NORA Articles of Incorporation Board discussion & decision**

Vanhekkken: This is basically removing Robinson from the authority.

Other considerations while the Articles are being revised: look at the appointed at large positions, should Robinson have an 'at large position or a position appointed by the Robinson Twp. Board.

Should this be offered to other govt units that are not part of NORA? Chris will be meeting with Spring Lake Village next week.

Hopp suggested reaching out to Robinson before the final version of the Articles is completed.

Discussion: if a governmental unit is paying according to the funding formula, they should have a representative on the NORA board. That unit would be responsible for appointing their representative. The only govt. unit now is Robinson. This could be offered to other communities.

Eickholt expressed that we keep the board at 11 – or at lease have an odd number of board members. Discussing previous years of NORA meetings, a tie vote has never occurred.

The consensus: Municipalities not a part of the NORA but that pay their contribution to NORA as determined by the funding formula will have 1 member to represent their govt unit.

In drawing up the contract for compensation to NORA and their residents pay the resident fee, it was suggested that a clause be put into place so that if the unit has plans to withdraw they must notify NORA 1 year in advance so that NORA can make the necessary budget reductions.

VanHekken:

Work on the revised Articles with the attorney for discussion at the August NORA meeting

Talk with the Robinson twp. Supervisor regarding the position with NORA.

Belter asked if there is a written agreement with Robinson for paying the amount determined by the funding formula and affirming that Robinson residents will pay the activity resident fee. Robinson officials did pass a resolution formally withdrawing from NORA. There was nothing put in place about withdrawing from the new agreement, giving NORA notice a year in advance.

**D. NORA Board - At Large Position**

Hopp reapplied for the position, her 3-year term is up.

Montgomery asked if there was anything in place regarding term limits for appointed representatives. There is not. Terms are for 3 years and the terms of service is a decision by the individual or their appointing governmental unit.

***Motion: Belter moved, Huisman seconded, that the NORA board receive the***

**application of Rebecca Hopp and confirm the appointment of Rebecca Hopp as a member at large of the NORA Board for a 3-year term.**

**Motion to accept. 7-0**

**E. Election of NORA Board officers . 2025-2026 term**

**Bessinger moved, Huisman supported, the following NORA officers for FY 2025-26:**

**Chair: William Montgomery**

**Vice Chair: Rebecca Hopp**

**Secretary: Mary Jane Belter**

**Treasurer: Howard Behm**

**Motion passed: 7-0**

**F. Approval of 2025-26 NORA Board meeting dates**

**Bessinger moved, Hopp supported, the NORA board meeting calendar for FY 2025-2026 as presented. Vote: 7-0**

**6. Old Business**

**A. NORA Summer Fundraiser event . July 15, 2025**

Progress was discussed. Board members were asked to help with ticket sales and solicitation of items for the silent auction.

**B. United Way updates**

NORA is receiving the summer school grant in July - \$4200

**C. GH city administration fees:**

VanHekken met with Emily Greene, City of Grand Haven, to discuss the fees and the increase in the budget. She is reviewing items to find savings and come up with more of a set fee which would aid in budgeting and not create such a high budget item.

One item is to remove the fee for managing the continuous fees collected from the user groups – soccer, etc. Those were all paid out already.

Another issue was that of NORA of being treated as a dept of the city and we were expensed for items/personnel that would not benefit NORA.

Discussion then centered on contracting with the city for financial services as the Loutit district Library does.

Chris will get a copy of the library agreement to review

**7. Public Comments - none**

**8. Advisory Board Comments**

Hopp thanked everyone for accommodating the meeting change

**9 . Next Scheduled Meeting . August 28, 2025**

**10. Adjournment**

**Motion to adjourn: motion by Hopp, second by Huisman. Vote: 7-0**

Meeting adjourned at 6:58 p.m.

Mary Jane Belter, NORA secretary

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NORA Secretary

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Date

**CITY OF GRAND HAVEN  
GRAND HAVEN, MICHIGAN**

**Parks and Recreation Board**

**Meeting Minutes  
September 3, 2025**

The Parks and Recreation Board meeting was called to order on May 14, 2025, 2025 at 6:00 pm at City Hall, city managers conference room.

**Roll Call:**      Tami Harvey  
                         Lynn Groothuis  
                         David Parks  
                         Ryan Miller

**Call to Audience**

None

**New Business**

**25-16 Park Use Permit – 5 Alarm Chili Cookoff**

**Request Made by:** Micah Dickinson

**Type of Event:** Chili Cookoff

**Location:** Lynn Sherwood Stadium

**Date(s) of Event:** October 11, 2025

**Time Frame:** 9:00am- 6:00pm

**Attendee Count:** N/A

A motion was made by Parks and seconded by Miller to approve the 5 Alarm Fire Chili Cookoff held at LSWS, October 11, 2025 from 9:00am until 6:00 pm. **Motion was approved 3-0**

**25-17 Park Use Permit – Community Cares Cancer Walk**

**Request Made by:** Layla Kattau

**Type of Event:** Cancer Walk

**Location:** Lynn Sherwood Stadium

**Date(s) of Event:** October 04, 2025

**Time Frame:** 9:00am- 12:00pm

**Attendee Count:** N/A

**Notes:**

A motion was made by Parks and seconded by Miller to approve the use of the LSWS Ocotber 4, 2025 from 9:00am – 12:00pm. **Motion was approved 3-0**

**25-18 Park Use Permit –Wedding**

**Request Made by:** Mary Cearley

**Type of Event:**Wedding

**Location:** Beach- Adjacent to Noto's

**Date(s) of Event:** 09/20/2025

**Time Frame:** 4:00 pm – 10:00 pm

**Attendee Count:** 100

**Notes:**

A motion was made by Parks and seconded by Miller to approve the use of the city beach next to NOTO's September 20, 2025 from 4:00pm – 10:00pm. **Motion was approved 3-0**

**25-19 Park Use Permit – Wedding**

**Request Made by:** Valerie Mendez

**Type of Event:**Wedding

**Location:** Beach Adjacemtn to Noto's

**Date(s) of Event:** 09/19/2025

**Time Frame:** 4:00 pm - 5:00 pm

**Attendee Count:** 70

**Notes:**

A motion was made by Parks and seconded by Miller to approve the use of the city beach next to NOTO's September 19, 2025 from 4:00pm – 5:00pm. **Motion was approved 3-0**

**Adjournment**

The Parks and Rec Board meeting was adjurned at 6:15 pm.

**CITY OF GRAND HAVEN  
GRAND HAVEN, MICHIGAN  
PLANNING COMMISSION MINUTES  
TUESDAY, NOVEMBER 11, 2025**



The regular meeting of the Grand Haven Planning Commission was called to order by Chair Dora at 7:00 pm. Upon roll call, the following members were present:

**Present:** Joe Pierce, Dan Borchers, Vice-Chair Ryan Galligan, Tamera Owens, Jennifer Smelker, David Skelly, Amy Kozanecki, Chair Mike Dora.

**Absent:** Magda Smolenska

**Also Present:** City Planner Brian Urquhart.

**Approval of Minutes**

Motion by **Pierce**, seconded by **Borchers**, to approve the September 9, 2025, meeting minutes. All ayes. **Motion passes.**

**Approval of Agenda**

Motion by **Skelly**, seconded by **Smelker**, to approve the agenda. All ayes. **Motion passes.**

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**Call to the Audience: First Opportunity:** None.

---

**Case 25-35: A special land use request for a short-term rental at 4 Edward Ave. (parcel #70-03-29-156-024).**

Urquhart introduced the case. Applicant Sarah Lowell applied for a Special Land Use Permit for Short-Term Rental located at 4 Edward Ave. (parcel #70-03-29-156-024). The Dune Residential District allows short-term rentals as a special land use.

4 Edward Ave. is a single-family dwelling located in the Dune Residential District. The dwelling is a 4-bedroom, 2-bathroom, which sits on .32 acres or 13,939 sq. ft. Maximum occupancy is 9, but the intent of the short-term rental is 6 persons maximum to reduce neighborhood impact. Currently there are 3 parking spaces available, but the applicant is offering 2 to also reduce impact.

The neighborhood characteristic is primarily single-family homes. There are seven short-term rentals in the vicinity, 6 of which are lawfully nonconforming, and one receiving special land use approval. Section 40-513 provides a list of ten (10) regulations and conditions for a Short-Term Rental. The review of the Special Land Use Permit application is also subject to the standard regulations and conditions of all Special Land Uses outlined in Section 40-116.03.

Planning Commission Meeting Minutes

November 11, 2025

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As of the date of this memo, the city has received 6 emails regarding the case. All letters are against the special land use. Neighbors are concerned with the lack of parking and the overabundance of short-term rentals in the area.

Applicant, Sarah Lowell, was present and was asked for additional information, seeking to clarify what the objective and concern were surrounding the width of the property.

Chair Dora opened the public hearing at 7:09 p.m.

Catherine Ruster, 9 Peterson Ridge, stated she was opposed to the short-term rental.

Honore Lee, 1409 Lake Ave, stated she was in support of the short-term rental.

Motion by **Owens**, seconded by **Skelly**, to close the public hearing. All ayes. Public Hearing closed at 7:15 p.m.

The commissioners were unified in their opinion that, pursuant to Section 40-513.2(b), this property does not meet the minimum lot width requirements to be considered for a short-term rental.

Motion by **Kozanecki**, seconded by **Owens**, to deny Case 25-35, a request for a Special Use Permit for a short-term rental located at 4 Edward Ave. (parcel #70-03-29-156-024) based on the information submitted for review with the following reason:

1. Per Sec. 40-513.2.b., because the lot does not meet the minimum lot width of 66 ft. in the DR district, the lot is not suitable for a short-term rental.

**Roll Call Vote.**

Yea: Pierce, Kozanecki, Skelly, Galligan, Smelker, Borchers, Owens, Dora

Nay: None

**Motion passed.**

---

**Case 25-36: A special land use request for a retaining wall greater than 48 inches in height at 10 Edward Ave. (parcel #70-03-29-156-037).**

Urquhart introduced the case. Property owner Stefan Smolenski submitted a special land use request for a retaining wall located in the front yard and side yard at 10 Edward Ave. (parcel #70-03-29-156-037). Replacement of existing front yard retaining wall with an MSE segmental concrete block wall, varying in height up to 5ft 4 in, built with geogrid reinforcement, compacted base, drainage, and backfill. The wall will be placed by hand (as opposed to crane/backhoe), which should minimize interruptions to the sensitive area. The new retaining wall will not exceed the size of the failing retaining wall.

**Planning Commission Meeting Minutes**

**November 11, 2025**

**Page 3**

Last month, the Building Official discovered a retaining wall being installed by Timeless Outdoors at 10 Edward Ave. and gave warning the retaining wall shall require a retaining wall and building permit. Due to the fact the wall is greater than 48 inches in height, a special land use approval by the Planning Commission is also required. The contractor largely completed the work at that point. The property owner subsequently filed for a building, retaining wall, sensitive area overlay and special land use permits. According to the property owner, the replacement of the retaining wall was to enhance and stabilize the dune.

No correspondence has been received.

Applicant was available for questions.

Dora opened a public hearing at 7:24 p.m.

No comments.

Motion by **Kozanecki**, seconded by **Smelker**, to close the public hearing. All ayes. Public Hearing closed at 7:25 p.m.

While the commissioners did not have any further questions, many had stated that their desire was for the permit to be issued before the work began, rather than during the construction process.

Contractor, Juan Velazquez Jr., 197 W. 17<sup>th</sup> St, Holland, MI, stated there was a miscommunication between the homeowner and the contracting company. The work was stopped immediately when they learned of the oversight.

Motion by **Pierce**, seconded by **Vice-Chair Galligan**, to approve Case 25-36, a special land use permit and sensitive area overlay permit for a retaining wall that exceeds 48 inches in height at 10 Edward Ave. (parcel #70-03-29-156-037).

**Roll Call Vote.**

Yea: Pierce, Kozanecki, Skelly, Galligan, Smelker, Borchers, Owens, Dora

Nays: None

**Motion passed.**

---

**New Business:** Planning Commission By-Laws.

Last month, staff mentioned they would send the By-Laws to the City Attorney for review. According to the record, the By-Laws were last updated in October 2018. Best practice

recommends the By-Laws be reviewed periodically, to ensure consistency with the Planning Commission's actions. City Attorney Ron Bultje reviewed the 2018 version of the PC By-Laws. Included in the packet is the red line and the clean version. The red-line version shows slight changes to Sections 7 and 8, Conflict of Interest and Ex Parte communication, which there has been some concern among members. Per Section 9, the Planning Commission will need to vote to adopt the amended By-Laws.

Urquhart also mentioned that Chair Dora had been recently elected to the City of Grand Haven City Council. According to the By-Laws, the Vice-Chair would assume the Chair position, thereby leaving an open seat.

The Vice-Chair seat will be voted on at the December Planning Commission meeting.

Commissioners had no comments.

Motion by **Kozanecki**, seconded by **Pierce**, to approve Planning Commission By-Laws.

**Roll Call Vote.**

Yea: Pierce, Kozanecki, Skelly, Galligan, Smelker, Borchers, Owens, Dora

Nay: None

**Motion passed.**

---

**Old Business:** None

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**Zoning Board of Appeals Liaison Report:**

Three cases were reviewed and approved. Two variances at 1102 Robbins Rd., one for the ground sign of 10 ft. in height, and a 28% ground floor transparency for the primary wall.

St. John's Episcopal Church at 526 Washington Ave. received approval for their appeal of PC Case 25-26, in which the Planning Commission denied the site plan for additional parking spaces located in the northeast corner of the site.

---

**City Planner Report:**

Urquhart gave a brief update on current projects.

He also attended the 2025 Annual Michigan Association of Planning Conference, finding it beneficial. He extended an invitation to the commissioners for next year's conference.

**Planning Commission Meeting Minutes**

**November 11, 2025**

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He also congratulated Chair Dora on being elected to City Council.

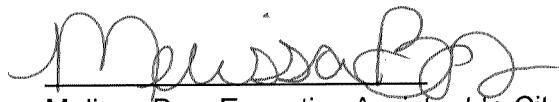
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**Call to the Audience: Second Opportunity:**

Sarah Lowell, 4 Edwards, asked for clarification concerning the requirements for allowing short-term rentals on the property.

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**Adjournment:** Chair Dora adjourned the meeting at 7:45 p.m.



Melissa Bos, Executive Assistant to City Manager

## Diesel Plant Buildout Changes are in the Wind

From Brent Clark <brent@manakey.com>

Date Sat 12/13/2025 4:43 PM

To Brent Clark <brent@manakey.com>

RE: Diesel Plant Buildout Changes are in the Wind

Hon. Mayor Bob Monetza	cc: City Manager Ashley Latsch
City Council Members	cc: City Clerk Maria Boersma
cc: Exec Asst Melissa Bos	cc: Asst CM Dana Kollewehr
	cc: City Planner Brian Urquhart

**Melissa, please include this memo in council's next meeting packet and appendix documents so the public can find it. Thank you. Brent Clark**

### **Request to City Council and Staff**

In view of the developer's intended changes to the Diesel Plant buildout, we respectfully request council and staff (with the guidance of our city attorney) to:

- 1. Consider exercising the city's right of first refusal to repurchase the property (para 18) due to the developer's likely failure to complete the project within the agreed three years of the May 2022 sale (para 17).**
- 2. Review and reaffirm (or determine null and void to the extent appropriate) council's and staff's findings and actions regarding the Diesel Plant developer selection, sale, OPRA district, and tax abatements.**
- 3. Review the developer's OPRA application and sworn statements to the State of Michigan to confirm the city will not be deemed complicit regarding any possibly inaccurate claims or assurances related to the property or project made by the developer.**
- 4. Consider restarting the public engagement process, issue a new RFQ, and renew the city's search for an appropriate buyer for the property and its related redevelopment.**

### **From a Bad Penny to a Bad Nickel**

Two years ago (November 2023) we said the Diesel Plant project was like a bad penny. It kept coming back to council for concession after concession. First (May 2022), council agreed to sell the property for \$1 million, 30% less than its appraised value. Then (Sept 2023), council agreed to declare it obsolete under OPRA. Then (Nov 2023), council agreed to abate taxes for 12 years. Now, the developer wants to change its buildout from a mixed-use event center to 100% condos. We were wrong about the bad penny. It's a bad nickel! The city's give, give, give; and the developer's take, take, take seem unending. Soon, it will be a bad dime!

### **Why no Word about the Buildout Change?**

During summer and fall 2025, we asked city staff and council for an update on the Diesel Plant project. During staff and council informal updates at the end of its Sept 3, 2025, council meeting, city

staff said they were working towards a site plan review with the developer, but made no mention of changes to the buildout end use. A month earlier, at its Aug 4, 2025, meeting of our EDC/Brownfield commission, a revised buildout plan was pitched.

- **A small restaurant within the existing building;**
- **6 condo units inside the existing plant; and**
- **10 detached condo units on site.**

Apart from those Aug 2025 EDC/Brownfield meeting minutes, and passing comments by city staff in Sept 2025, the public has been left in the dark. The initial project sought extensive public involvement: surveys, public hearings, OPRA and tax abatement debates, numerous council meetings. This new revised plan; crickets. The prior council liaison to the EDC/Brownfield commission is no longer on council. The new liaison needs to update council and the public with full and clear details of the changes, and why.

### **The Impact of a Change in Buildout Plans**

The Diesel Plant project was a fiasco from Day One. It sold too low. It gave a tax abatement too high. It has dragged on too long. It's only human for the city to want to let this quietly slip through the cracks and under the radar. This project is already embarrassing enough. Why shed light on this buildout change and rub public salt in the city wound. Why shout it from the rooftops! But that's the wrong approach for several reasons.

1. **The public doesn't deserve a bait and switch.**
2. **The public hearings were based on one planned buildout, that now changed.**
3. **The OPRA was created for one type of reuse, that now changed.**
4. **The developer's OPRA application to the State of Michigan swore an affidavit of one type of buildout and use, that now changed.**
5. **Our city tax abatements and recapture years are less for condos than event centers.**

These buildout changes unravel all the city's assumptions and decisions from Day One. Those city decisions are (arguably) invalid, and (possibly) should be rendered null and void.

### **A Fresh Set of 2026 Council Eyes**

We're at the start of a new council session with three new members; a majority. Now is the perfect time to put a new set of council eyes on this whole Diesel Plant debacle. We asked the 2023 council the following question. Maybe it's time for the 2026 council to rethink it.

The Diesel Plant sale question council must answer is:

**Can Grand Haven afford to give away \$2.5 million in lost tax revenue, in addition to the \$500 thousand already lost on the sale price?**

Imagine the potholes \$2.5 million can patch. Imagine the summer staff \$2.5 million can fund. Imagine the snow and sand \$2.5 million can plow. Imagine the worn-out city equipment \$2.5 million can replace. Imagine the trees \$2.5 million can trim and replace. Imagine, imagine . . .

Our city pension plan is underfunded by over \$30 million. Harbor Island cleanup costs will exceed \$70 million. We just loaded up city taxpayers with a hefty \$20 million DPS millage for the next 10 years. Our local schools and libraries need money. We have city debt piled on top of city debt to repay. (**Note:** Over 50% of all city revenues are spent to pay off old debt.) Our city finances are badly stressed. Our city manager made two alarming statements in the city's 2022-23 budget that bear repeating:

**“Legacy Cost Review: Unfunded pension liabilities have now absorbed much of our capacity to maintain routine operations. . . . “ (GH Budget 2022-23, p2)**

**“Outlook**

**The coming year’s budget is a departure. We are setting a course to reduce services and increase resources to offset tremendous increases in pension liability . . . .**

**..... Pension liabilities have long been a concern, and projected short term cost increases have stymied past efforts to eliminate long term pension liability. . . . . This impacts our ability to sustain the services you expect.” (GH Budget 2022-23, p3)**

City hall’s plea for help is clear. Council must find money; not give it away.

City council needs to reconsider very carefully the city’s agreement with the developer regarding the Diesel Plant project. With this buildout change now is the time. Thank you. Brent Clark