



Park Township

From the Desk of Howard Fink,

Township Manager

11/20/2020

Hi Everyone. Attached is this week's management report. As always, please let me know if there is anything I have missed.

South Side Kayak Park

The South Side Kayak park is nearing completion. Attached with this email is the latest Change order. The fence we approved at the last meeting was \$12,000 rather than the \$8,000 dollar increase discussed. The fence that was approved was a whole new product, and more expensive than reusing some of the old fence and adding chain link. In addition, there is a section in the front of the site that needs a small retaining wall to prevent erosion. I have approved both Change orders as they are in line with what the board approved and are not indicative of scope changes of the project, rather on the job site alterations / necessities.

Max Transit

I have spent a considerable amount of time negotiating and getting the Max Transit contract in a format acceptable and able to be voted on at the next board meeting. I will be meeting via zoom with their board on Monday to answer any questions or go over any contractual details. Ultimately, the approval of the contract is a policy decision. Please let me know if there is any information you need or desire prior to the board meeting so that you are able to deliberate on your decision with the appropriate facts.

Board Orientation

I am working on creating a board orientation, which will consist of various documents / resources and help those new on the board to get acclimated to how we operate and up to speed on various items. It will also be a nice refresher for existing board members on

various items. We are working on finding a presenter to discuss roles and responsibilities. Once more details are firm, I will be sending out those information pieces, outlines etc.

Bowerman's Blueberries (this was in the last managers' report – I am leaving it in given the email sent previously by Jeff Hoekstra so that everyone is reminded of the issue.)

Previous Report: Bowerman's is requesting an expansion of their farm stand. I have enquired with our zoning and planning officials to try and rectify what many believe; that Bowerman's current footprint is larger and more extensive than what was originally approved. Given they have to go through the process, we might as well rectify this issue if possible.

Current Update: Dan Martin has not received any information from the representative's attorney. Given my inquiry, he will reach out and see where we are in terms of the correct process. Again, the current issue, as I see it, is if the current and proposed farm market qualifies under the Generally Accepted Management Practices (GAMP's) under the right to farm act. If so, much of the conversation is moot, as Bowerman's would not need any approvals. If it is not under the GAMP's, then the question is does the approval fall under our definition of a road side stand or does it need to be reviewed as a PUD?

Please know that I LOVE Bowerman's – and I think everyone else does too. What they do for our community is fantastic. This is an issue of process, and not circumventing it given any of our preconceived biases.

Drive In-Movie Theatre

A suggestion came up to look at having drive-in movies on the airport property as a give back to the community. I think it's a great idea. I am going to investigate cost and details – and have reached out to Jeff Mayard. You may be aware the Ottawa County Fair board does movies at the fair property throughout the year – which is specifically funded by Park Township. If the details, cost etc. seem doable, I will present this to the board for their thoughts – and if it is something you want to institute. Given the recent situation with COVID, this might be a nice holiday gift to the community. Ultimately, it's the board's decision.

COVID

With the most recent decision by the governor, we have moved to a team approach in the office. The office staff are broken into two teams. One team works one day in the office and the other at home. This allows us to keep the doors open to the general public and limit staff exposure to the COVID virus. It also recognizes that most, if not all of us need to come into the office at some point in order to fulfil our job responsibilities. This will be in place for the 3 week period the governor referenced in her last order.

PTO Carry Over

Given the COVID situation, many employees have a significant amount of PTO banked for the year and will loose it if not taken. If we wait until the next board meeting, the employees feel as though it will be too late to decide how to use their time – and would need to take considerable time off which would leave us short during the holiday periods. As you may know, tax time is coming up, and we will need staff to handle the volume at this time of the year.

I am requesting that if there is consensus, you allow a one time administrative waiver of our policy and allow employees that have reached the PTO max to carry over PTO from this year to the next. Please let me know you position on this issue.

Health Insurance

Health insurance numbers have been calculated and verified. The policies will stay the same as last year, but either H S A contributions will decrease or employee deductibles will increase. This is an administrate / employee decision – as the amount the Township is contributing to health insurance for employees was capped in 2019. Until the State Hard Caps catch up, employee health insurance contributions from the Township will be frozen. If you want more detail on this issue, let me know. I am happy to provide it.

Chamber 10 Acres

I and Mr. Martin have been in contact with Bob Buchanan briefly. He is planning to have his opinion back before the December board meeting. I have not provided Mr. Buchanan any directive or objective, as doing so, IMO, would be problematic. He is

charged with providing his independent opinion on the 10 acres given the facts as they exist.

Managers Reports

Jim and I have discussed, and others have suggested, that my Managers reports be made available to the public, either online or via the board packet. I will wait for that announcement at a public board meeting with consultation from Jim, but wanted you to know that these reports (including this one) will be more readily available moving forward.

Cooper Van Wieren Trails

A few items regarding Cooper Van Wieren. I have been in contact with the Contractor via our engineer. The project should be completely wrapped up in two weeks. At one time, we thought our maintenance staff would be able to cut in the initial trail for Cooper Van Wieren. We are not requesting that the board authorize that to be done via a contractor. I already have a quote from Schmidt Brothers for roughly \$28,000 to cut in the initial trail. I will be getting quotes from other contractors. Hopefully we can discuss this on the December agenda.

Community Services Program

Over the next few weeks, I will be working on the former Community services program, ensuring that those organizations that are legally permitted expenditures continue (with board approval, i.e. Lakeshore Advantage). I will be making contact to those organizations that need more conversation and determination on what a benefit / value for value exchange of services will be (i.e. Pump House Museum). I anticipate conversations / presentations made to the board regarding these organizations.

Regarding Lakeshore advantage, the statute is clear that economic development organizations are a permitted expenditure, and our dues are considered authorized, if the board wishes to continue that relationship. I have requested that Lakeshore Advantage send us our yearly invoice and dues calculation. It will be put in the budget for the upcoming year with the assumption we will continue our membership and partnership with Lakeshore Advantage. This would be true of the Chamber of Commerce as well.

Change Order

For (Project):		Change No.				
2020 South Side Boat Launch Improvements		3				
From (Contractor):		Date:				
Apex Contractors		11/17/2020				
ITEM		CHANGE				
Item No.	Description of Change	Quantity Change	Unit Price	Total Value	Increase in Contract Price	Decrease in Contract Price
1	Revised west fence to 4' vinyl picket fence utilizing existing 8' fence post spacing.			\$12,000.00	12,000.00	
2	Add 36' of 24" retaining wall – Unilock Cumberland – Sierra color with Ledgestone Cap and 4" underdrain, (similar to Winstrom)			\$6,958.00	6,958.00	
3	Remove excess soils from the site unable to be used on site due to over excavation behind seawall for stone.			\$2,495.00	2,495.00	
Change Totals					\$21,453.00	
Net Change in Contract Price					\$21,453.00	

Bulletin No. 3

Date: November 17, 2020

To: Apex Contractors, Inc.

From: Matt Levandoski

Project Title: 2020 South-Side Boat Launch Improvements

Project #: 2190158

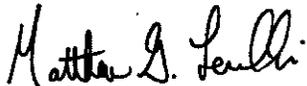
General Scope:

Please provide pricing for the following owner requested changes: 36' of retaining wall near existing tree, removal of

1. Revised west fence to 4' vinyl picket fence utilizing existing 8' fence post spacing.
2. Add 36' of 24" segmental retaining wall – Unilock Cumberland – Sierra color with Ledgestone Cap and 4" underdrain. (similar to Winstrom)
3. Remove excess soils from the site unable to be used on site due to over excavation behind seawall for stone.

Sincerely,

Prein&Newhof



Matthew G. Levandoski, P.L.A.

Enclosures: none

From: [Mark Miedema](#)
To: [Matt Levandoski](#)
Cc: [Mark Miedema](#)
Subject: South Side Boat Launch
Date: Monday, November 16, 2020 10:37:05 AM

Matt,

Per your request, following is our price for the west property line fence changes.

Delete approximately 418 lf of 6' vinyl fence

Add approximately 418 lf of 4' vinyl picket fence, utilizing existing vinyl fence posts already installed where possible.

Total add \$12,000.00

Please let me know how you would like to proceed.

Thank you,

Mark Miedema, President
APEX Contractors, Inc.
4101 27th Street, Dorr, MI 49323-9346
Office Number: 616-896-8699
Fax Number: 616-896-7137
Cell Number: 616-437-1176

From: [Mark Miedema](#)
To: [Matt Levandoski](#)
Cc: [Mark Miedema](#)
Subject: South Side Boat Launch
Date: Tuesday, November 17, 2020 5:58:16 AM

Matt,

Following are the prices for items you requested.

1. Haul off additional spoils produced from onsite changes. 1 Lump Sum \$2,495.00

2. Retaining Wall 1 Lump Sum \$6,958.00
All labor and materials to build retaining wall approx. 36' Long and 24" tall
-Wall to be Unilock Cumberland Wall in Sierra color (same as Winstrom Park) -Cap to be Ledgestone in Grey color (same as Winstrom Park)
-Base stone, Backfill stone, 4" underdrain vented to daylight,

Please let me know how you would like to proceed.

Thank you,

Mark Miedema, President
APEX Contractors, Inc.
4101 27th Street, Dorr, MI 49323
Cell Phone: 616-437-1176
Office Phone: 616-896-8699
Office Fax: 616-896-7137