

AGENDA
SOUTH HAVEN CHARTER TOWNSHIP
June 11, 2025

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes of May 14, 2025
4. Approval of Minutes of Special Meeting May 27, 2025
5. Correspondence
6. Public Comments, Audience Members are allowed 3 minutes to discuss items not on the Agenda (5 minutes for groups)
7. Approval of Agenda
8. UNFINISHED BUSINESS
 - A) Affordable Housing Updates
 - B) Short Term Rental Updates - Granicus
 - C)
9. NEW BUSINESS
 - A) Presentation by Brandon Hinz, SHAES
 - B) Policy changes
 - C) Appointment to Election Commission
 - D) Budget Amendments
 - E)
10. REPORTS
 - Airport
 - Building/Electrical/Mechanical
 - Building Committee
 - Fire/Ambulance
 - Library
 - Park Committee
 - Planning Commission
 - Roads
 - Senior Services
 - Water/Sewer Authority
 - Zoning Board of Appeals
11. TREASURER'S REPORT
12. BOARD COMMENTS
13. ADJOURNMENT

SOUTH HAVEN CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING
WEDNESDAY, May 14, 2025

Present: Stein, Fisher, Bertorelli, Poole, DeGrandchamp, Lewandowski, and Wiatrowski

Meeting was called to order by Supervisor Stein at 7:30 p.m.

Motion by Wiatrowski, supported by Poole, to approve the Minutes of the April 9, 2025 Regular Meeting as presented. All voted in favor. Motion carried.

Brian Montgomery was in attendance to give a report for SHAES. Gail Gladney reported for Van Buren County Commission, and Jena Johnson attended on behalf of Van Buren Conservation District.

Motion by Bertorelli, supported by Fisher, to approve the Agenda with the addition of 8.F. SHARA Loan and 8.G. Budget Amendments. All voted in favor. Motion carried.

Supervisor Stein reported that the 73rd Street apartment complex is feeling very hopeful about its application with MSHDA. He reported that Granicus should be ready to work with our Short Term Rentals in May.

Motion by DeGrandchamp, supported by Wiatrowski, to amend the Short Term Rental Ordinance to allow rentals in the CSC District to rent more than once a week. All voted in favor. Motion carried. The Clerk was directed to communicate with the attorney to get this change started.

Motion by Wiatrowski, supported by DeGrandchamp, to approve a private road at the end of 6th Avenue with a 33' variance for a PUD project due to the unique characteristics of the property. All voted in favor. Motion carried.

Motion by Poole, supported by Lewandowski, to set a Public Hearing on May 27th at 11:00 a.m. to approve a CDBG Grant application. All voted in favor. Motion carried.

Motion by DeGrandchamp, supported by Lewandowski, to approve the SHAWSA Budget. All voted in favor by roll call vote. Motion carried.

Representatives from the law firm Bloom and Sluggett were in attendance.

Motion by Wiatrowski, supported by Poole, to approve engaging with Bloom and Sluggett for prosecution services. All voted in favor. Motion carried.

Motion by DeGrandchamp, supported by Wiatrowski, to approve an updated contract with Bendzinski. All voted in favor. Motion carried.

Motion by Poole, supported by DeGrandchamp, to approve a loan to SHARA for \$130,000.00. All voted in favor by roll call vote. Motion carried.

Motion by Bertorelli, supported by Fisher, to adopt Resolution 25-14 Amending the Budget. All voted in favor by roll call vote. Motion carried.

Reports from various committees and authorities were received. W.C. Askew was in attendance for the Road Commission, Jean Stein reported for the Library.

Motion by Fisher, supported by Wiatrowski, to approve payment of anticipated bills in the amount of \$73,851.79. All voted in favor by roll call vote. Motion carried.

Meeting adjourned at 8:50 p.m.

Brenda Bertorelli, Clerk

Ross Stein, Supervisor

SOUTH HAVEN CHARTER TOWNSHIP
MINUTES OF SPECIAL MEETING
TUESDAY, May 27, 2025

Present: Stein, Fisher, Bertorelli, Poole, DeGrandchamp, Lewandowski

Absent: Wiatrowski

Meeting was called to order by Supervisor Stein at 11:00 a.m.

Motion by Lewandowski, supported by Fisher, to approve the amended agenda with Public Hearing added in before 8.A Consider Resolution 25-15. All voted in favor. Motion carried.

Motion by DeGrandchamp, supported by Poole, to open the Public Hearing. All voted in favor. Motion carried.

Public Hearing:

Dana Byrd from City of South Haven Public Works gave the intent of the Public Hearing to apply for a grant for a water main on 73.5 Street and 6th Avenue to address the arsenic issues. South Haven Township qualifies to apply for a CDBG grant like this from MEDC and this water main would be a long term solution. The grant will ask for \$1,000,000.00 in funds and we should know if we receive the grant by the end of June. The Township has to be the applicant and SHAWSA will draw from funds the township had in the former authority for matching funds.

Collin McKorkle from Fishbeck is the consulting engineer on the project and stated that the townships is required by terms of the grant to hold this public hearing. The need for the grant and water main is due to the arsenic issues so we will be addressing a public health issue. South Haven Township falls below the median household income which is also a qualifier for this grant. It is a competitive application as we are only asking for \$1,000,000.00 of \$20,000,000.00 that is currently available. The 8" main will run from Blue Star Highway east on 6th Avenue and service homes on 73.5 Street. A total of 3,400 lineal foot. We are offering a \$370,000.00 match of a \$1,081,000.00 project.

Dana Byrd – residents will still have to tap in to the project once the main is completed.

Collin McKorkle – May 30th is the application deadline with a determination by June 20th. Start construction date has to be by 5/31/2026 and completion has to be done by 12/31/2027.

Resident Jerome Nordby – asked what connection fees were and how they were paid.

Supervisor Stein stated that they are around \$10,000.00 and can be put on the taxes for 20 years or paid in full at any time.

Resident Don Quinn thanked the township board for all their efforts to see this issue through. Jerome Nordby seconded that.

Motion by DeGrandchamp, supported by Poole, to close the Public Hearing. All voted in favor. Motion carried.

Motion by Bertorelli, supported by DeGrandchamp, to adopt Resolution 25-15 with a change to today's date on the certification. All voted in favor by roll call vote. Motion carried.

Motion by DeGrandchamp, supported by Fisher, to adjourn.

Meeting adjourned at 11:20 a.m.

Brenda Bertorelli, Clerk

Ross Stein, Supervisor



Brenda Bertorelli <shtwp.clerk@gmail.com>

Fwd: 70235 CR 380

3 messages

Todd Oliver <toddoliver1019@gmail.com>

Sun, Jun 8, 2025 at 10:14 PM

To: Hillary Fisher <shtwp.treasurer@gmail.com>, shtwp.supervisor@gmail.com, "shtwp.deputysupervisor@gmail.com" <shtwp.deputysupervisor@gmail.com>, "shtwp.clerk@gmail.com" <shtwp.clerk@gmail.com>, "shtwp.deputyclerk@gmail.com" <shtwp.deputyclerk@gmail.com>, "bigboredave@yahoo.com" <bigboredave@yahoo.com>

----- Forwarded message -----

From: **Todd Oliver** <toddoliver1019@gmail.com>

Date: Sun, Jun 8, 2025 at 8:14 PM

Subject: 70235 CR 380

To: Ethan Oliver <ethanoliver35@icloud.com>

To the Members of the South Haven Township Board,

I am writing this letter to you on behalf of my son and daughter-in-law, Ethan and Mariha Oliver. They own and reside at 70235 CR 380. They have owned the property since 2021 when their mother and I split the original 12 acre lot to accommodate the construction of a new residence. Nothing changed on their property except the size went from 12 acres to 3 acres with a new property description and address. They reside in the same residential structure that has been on that property for decades.

We finished the construction of a new residence at 70107 CR 380 on the 9 acre portion of the land split in early 2023. At that time the Township Assessor Kyle Harris assessed the new house and placed it on the wrong parcel number, the parcel belonging to Ethan and Mariha. This generated an exorbitant tax bill for them. There was also no PRE applied. They could not afford to pay the 2023 taxes as they were set at \$7,906.71. I made contact with the Township Supervisor in regards to the matter. Contact with Kyle Harris was made. It was noted that there were multiple errors even including wrong parcel numbers. I went to the Board of Review. Mr Harris stated that he would make the corrections. He did not. Taxes have continued to be assessed incorrectly. Multiple emails and contacts were made with Ross Stein and Kyle Harris. Nothing changed until the new Township Assessor, Don Jollay was hired. Mr Jollay was able to make the corrections on both properties.

The issue at hand now is the 2023 taxes that Ethan and Mariha want to pay. However there are late fees and interest assessed on the tax bill that should not be the responsibility of Ethan and Mariha. The mistake was not their fault. This young couple of 1st time homeowners should not be punished by the Township's mistakes. The multiple mistakes were made by Mr Harris who was hired by and represented South Haven Township. This process has been ongoing for almost 2 years. The VBC Treasurer's Office stated that they can remove the fees if someone from South Haven Township gives them the ok to put the charges on a "charge back" to the Township. Ethan and Mariha have paid their 2024 taxes in full and are prepared to pay their 2023 taxes in full without the \$1,069.90 worth of fees and interest. I ask that someone from the Township do the right thing and correct this by contacting the VBC Treasurer's Office to approve the charge back of the improperly applied fees and interest.

Please feel free to contact me with any questions or concerns.

Respectfully,

Todd Oliver

70107 CR 380

South Haven, MI 49090

269-767-1978

DAVE WIATROWSKI <bigboredave@yahoo.com>

Mon, Jun 9, 2025 at 10:38 AM

To: Hillary Fisher <shtwp.treasurer@gmail.com>, "shtwp.supervisor@gmail.com" <shtwp.supervisor@gmail.com>, "shtwp.deputysupervisor@gmail.com" <shtwp.deputysupervisor@gmail.com>, "shtwp.clerk@gmail.com" <shtwp.clerk@gmail.com>, "shtwp.deputyclerk@gmail.com" <shtwp.deputyclerk@gmail.com>, Todd Oliver <toddoliver1019@gmail.com>

Received.

Dave Wiatrowski

"Only a life lived for others is a life worthwhile." — Albert Einstein

[Quoted text hidden]

Steins <steins1983@gmail.com>

Tue, Jun 10, 2025 at 9:52 AM

To: Todd Oliver <toddoliver1019@gmail.com>

Cc: Hillary Fisher <shtwp.treasurer@gmail.com>, shtwp.supervisor@gmail.com, "shtwp.deputysupervisor@gmail.com" <shtwp.deputysupervisor@gmail.com>, "shtwp.clerk@gmail.com" <shtwp.clerk@gmail.com>, "shtwp.deputyclerk@gmail.com" <shtwp.deputyclerk@gmail.com>, "bigboredave@yahoo.com" <bigboredave@yahoo.com>, Maureen Lewandowski <molew@comcast.net>, Mike DeGrandchamp <mike@degrandchamps.com>, Phil Poole <ppoole@southhavenmi.gov>

To Mr. Todd Oliver,

Please let it be known that I am not the licensed assessor. I worked with Mr Harris to try to correct this issue. Mr. Harris didn't do what he told the Board of Review instructed him to do. Who do you think was instrumental with the replacement of Mr. Harris with Mr. Jollay? I advised you to pay the taxes, I stated that the county would charge penalties and interest to delinquent tax payments. I also let you know that they would pay the difference if there was an overpayment, plus pay interest. You knew this. This township has never dealt with the county on a "charge back". If indeed this is a procedure at the county level, this township needs to receive written documentation in the form of policy, county procedure, state law, or some other form. Governments make mistakes, but so do citizens.

Ross Stein

[Quoted text hidden]

South Haven Charter Township
Policy Retirement Request
June 2025

1. Items to Retire:
 - a. Table of Contents – superseded with a table of contents that matches actual contents
 - b. Postage Machine – obsolete – we no longer use a postage machine
 - c. Supplies – obsolete – we no longer keep supplies in clerk’s office requiring a sign out sheet
 - d. July 1998 FOIA policy – obsolete – we replaced this policy years ago
 - e. Keys Policy – obsolete – we no longer give out keys.
 - f. No Quorum Compensation – obsolete – trustees are paid each month, not per meeting
2. Items to Adopt:
 - a. No quorum compensation – lists Planning Commission and ZBA
 - b. Policy for date of mail received.
 - c. Cash Payments Policy
 - d. Increase in FOIA copies

Date: _____

| | | |
|---------------|-------|-----------|
| Signed: _____ | _____ | _____ |
| Supervisor | Clerk | Treasurer |

SOUTH HAVEN CHARTER TOWNSHIP
Administrative Policies and Procedures

Table of Contents

- 1.0 Introduction
 - 1.1 Purpose
- 2.0 Township Board Administration
 - 2.1 Benefits
 - 2.2 No Quorum Compensation
- 3.0 Personnel Administration
 - 3.1 Personnel Policy
 - 3.2 Job Descriptions
 - a. Receptionist
- 4.0 Financial Administration
 - 4.1 Cash Receipts
 - a. Authorization to Receive Cash
 - b. Exact Cash Only Policy
 - c. Date of Receipt Policy
 - 4.2 Expenditure Control
 - a. Expenditure Authorization
 - b. Necessary Expenditures Policy
 - c. Conflict of Interest Policy
 - d. Credit Card Use Policy
 - e. Conference/Seminar Attendance

4.3 Grant Policy

4.4 Investments

a. Investment Policy

5.0 Property Management

5.1 Security

a. Keys

5.2 Use of Township Equipment, Labor or Premises

a. Private Office Policy

b. Phone Calls

c. Mail Procedures

5.3 Public Use of Township Facilities

a. Rental Agreement

6.0 Public Information

6.1 Freedom of Information Act Requests

6.1a. FOIA rate changes

6.2 Privacy Policy

6.3 Fireworks Policy

6.4 Road Closure Policy

6.5 Special Assessment District Prepayment Policy

6.6 Lease Agreement for Contractor's Access and Temporary Use of Public Property

7.0 Public Works

8.0 Property Tax Information

8.1 Requesting Tax Information

8.2 Address Change

8.3 Tax Bill Mailing

a. Post Dated

CHARTER TOWNSHIP OF SOUTH HAVEN

VAN BUREN COUNTY, MICHIGAN
09761 BLUE STAR MEMORIAL HIGHWAY
SOUTH HAVEN, MICHIGAN 49090
TELEPHONE (269) 637-3305
FAX (269) 637-6250

SOUTH HAVEN CHARTER TOWNSHIP

NO QUORUM COMPENSATION

It is the policy of South Haven Charter Township that the Planning Commissioners and the ZBA Members who attend meetings, but there is no quorum present, will receive their regular pay for that meeting.

Authorized Signatures:

Supervisor

Clerk

Treasurer

Charter Township of South Haven
Van Buren County, Michigan
09761 Blue Star Highway
South Haven, MI 49090

Date of Receipt Policy

Effective immediately, South Haven Charter Township will no longer accept mail based solely on postmark dates. All mailed items must be physically received by our office by the applicable deadline to be considered timely.

We strongly encourage all senders to allow sufficient time for delivery to avoid delays and fees. This policy applies to all correspondence, applications, payments, tax collections, and other mailed documents.

Date: _____

Signed: _____
Supervisor Clerk Treasurer

Charter Township of South Haven
Van Buren County, Michigan
09761 Blue Star Highway
South Haven, MI 49090

Exact Cash Only Policy

Effective December 2023, the South Haven Charter Township Treasurer's Office will only accept exact cash payments.

We **do not provide change** for cash transactions.

Please ensure that you have the **exact amount due** at the time of payment.

Alternative payment methods (e.g. card, check) are available and are encouraged if you do not have exact cash.

This policy helps us streamline operations and reduce handling errors. We appreciate your understanding and cooperation.

Thank you for your support!

Treasurer's Office

Date: _____

Signed: _____
Supervisor Clerk Treasurer

Charter Township of South Haven
Van Buren County, Michigan
09761 Blue Star Highway
South Haven, MI 49090

FOIA RATE FOR COPIES

Effective immediately, the South Haven Charter Township FOIA copy rates are \$1.00 per copy. This change reflects the increase in costs of ink, paper and machine maintenance.

Date: _____

Signed: _____
Supervisor Clerk Treasurer

South Haven Charter Township Administrative Policies and Procedures

Table of Contents

1.0 Introduction

1.1 Purpose

2.0 Township Board Administration

2.1 Township Board Powers

- nothing there

"insurance vs pension"

2.2 Authority Delegated from the Board

- nothing there

2.3 Authority to Interpret the Provisions of the Manual

2.4 Board Meeting Administration

(a) Posting Meetings

(b) Meeting Agenda

(c) Consent Agenda

(d) Board Rules

(e) Public Participation

(f) Board Correspondence

(g) Board Consultants

(h) Litigation

(i) Direction and Control of Day-to-Day Administration

*nothing here
but an item
on Quorum which
doesn't apply anymore*

3.0 Personnel Administration

3.1 Personnel Officer

Personnel policy

(a) Designation of Personnel Officer

(b) Personnel Officer's Duties

3.2 Employee Record-keeping

(a) Personnel Records

(b) Confidentiality of Personnel Files

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3.3 Classification and Compensation

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3.6 Employee Selection

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South Haven Charter Township Administrative Policies and Procedures

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 - (d) Financial Reports Review
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 - (c) Expenditure Authorization
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 - (e) Board Audit

Credit card use policy

necessary expenditures policy

conflict of interest policy

South Haven Charter Township Administrative Policies and Procedures

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| 5.3 | Security | |
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South Haven Charter Township Administrative Policies and Procedures

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| | (b) Scope | |
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**CHARTER
TOWNSHIP OF SOUTH HAVEN**

VAN BUREN COUNTY, MICHIGAN
09761 BLUE STAR MEMORIAL HIGHWAY
SOUTH HAVEN, MICHIGAN 49090
TELEPHONE (616) 637-3305

obsolete

**SOUTH HAVEN CHARTER TOWNSHIP
POSTAGE MACHINE**

It is the policy of South Haven Charter Township that only the Township Clerk and the Deputy Clerk are authorized to use the postage machine. Any others using the postage machine must have written authorization from the Township Clerk prior to using the postage machine.

Authorized Signature Helen M. Decker Date 2-13-02

South Haven Charter Township
Helen Decker
Clerk

Policy No. 5.0/5.5/g

Board Approved
2-13-02

**CHARTER
TOWNSHIP OF SOUTH HAVEN**

VAN BUREN COUNTY, MICHIGAN
09761 BLUE STAR MEMORIAL HIGHWAY
SOUTH HAVEN, MICHIGAN 49090
TELEPHONE (616) 637-3305

obsolete

**SOUTH HAVEN CHARTER TOWNSHIP
SUPPLIES**

Office supplies are to be secure in the storage area provided in the South Haven Charter Township Clerk's office.

All supplies must be signed out by using the "sign out" sheet on the counter above the supplies.

Exception:

The paper for the copy machines is to be kept in the safe.

Authorized Signature *Helen M. Decker* Date *2-14-02*

South Haven Charter Township
Helen Decker
Clerk

Policy No. 5.0/5.5/h

Board Approved
2-13-02

CHARTER TOWNSHIP OF SOUTH HAVEN

VAN BUREN COUNTY, MICHIGAN
09761 BLUE STAR MEMORIAL HIGHWAY
SOUTH HAVEN, MICHIGAN 49090
TELEPHONE (616) 637-3305

July 1998

Obsolete

To Whom it May Concern:

The South Haven Charter Township Board adopted a "Freedom of Information Act" policy in March and became effective 3/31/98. Our "FOIA" coordinator is Blanche Booth.

For the past few months, we have not been consistent in charging the fees that were adopted in March. Effective immediately, the following fees for any information asked of our Coordinator shall be incurred by your firm either before or after the fact. You will have 30 days to comply with your payment per your request.

The prices shown below cover most information requested:

| | |
|----------------------|-----------------------------|
| All copies | .25/page |
| Sending faxes | 2.00/1st page |
| | 1.00/additional pages |
| Computer printouts | .75/page |
| Postage (reasonable) | ? (you may pick up at Hall) |

This policy is on file with our Coordinator. Should you have any questions, please do not hesitate to call.

Sincerely,


Helen Decker
Township Clerk 

CHARTER TOWNSHIP OF SOUTH HAVEN

VAN BUREN COUNTY, MICHIGAN
09761 BLUE STAR MEMORIAL HIGHWAY
SOUTH HAVEN, MICHIGAN 49090
TELEPHONE (616) 637-3305

SOUTH HAVEN CHARTER TOWNSHIP Keys

obsolete

It is the policy of South Haven Charter Township that all exterior entrance door keys will have printed on the key (DO NOT DUPLICATE).

The South Haven charter Township Clerk will keep record of or have position of all door keys (New, Old, and Extras)

Authorized Signatures



Ross Stein

Township Supervisor

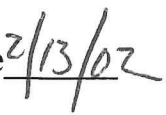
Date



Helen Decker

Township Clerk

Date



Policy No. 5.0/5.3

Board Approved Date: 2-13-02

(Minutes of Meeting)

CHARTER TOWNSHIP OF SOUTH HAVEN

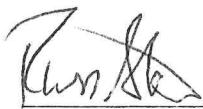
VAN BUREN COUNTY, MICHIGAN
09761 BLUE STAR MEMORIAL HIGHWAY
SOUTH HAVEN, MICHIGAN 49090
TELEPHONE (269) 637-3305
FAX (269) 637-6250

SOUTH HAVEN CHARTER TOWNSHIP

NO QUORUM COMPENSATION

It is the policy of South Haven Charter Township that the Trustees, Planning Commissioners, and the ZBA Members who attend meetings, but there is no quorum, will receive there regular pay for that meeting.

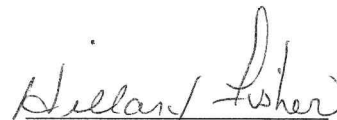
Authorized Signatures:



Ross Stein
Township Supervisor



Kathy Poindexter
Township Clerk



Hillary Fisher
Township Treasurer

1/9/08

SOUTH HAVEN CHARTER TOWNSHIP
VAN BUREN COUNTY
BUDGET AMENDMENT RESOLUTION #25-16

At a Regular Township Board meeting of the South Haven Charter Township Board, Van Buren County, Michigan, on June 11, 2025 at 7:30 p.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution was offered by _____ and
Supported by _____

WHEREAS, the Township Board adopted a Budget for 2025; and

WHEREAS, the Township Board is required to Amend the Budget to meet the actual income and expenses; and

WHEREAS, the Township Board is required to adopt a Resolution to Amend the Budget; and

WHEREAS, this Resolution is required for the General Appropriations Act; and

WHEREAS, the proposed Budget Amendments for income and expenses through 12/31/2025 is attached as Exhibit A and reports over budgeted allocations;

WHEREAS, the proposed Budget Amendments attached as Exhibit A will amend the Budget for 2025 to actual income and expenses;

THEREFORE BE IT RESOLVED, that adoption of this Resolution adopts the Budget Amendments for 2025 at 6/ 11/ 2025 .

BE IT FURTHER RESOLVED, that this resolution shall take effect upon passage by the Township Board.

RECORD OF VOTE:

Yeas: _____

Nays: _____

RESOLUTION DECLARED ADOPTED.

Brenda Bertorelli, Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and completed copy of a resolution adopted by the South Haven Charter Township Board at a meeting held on the 11th day of June, 2025 at which meeting a quorum was present, and that this resolution was ordered to take immediate effect.

Brenda Bertorelli, Clerk

Jun-25 Budget Amendments

Income

| | | |
|-------------------------------|----------|-----------------|
| 101-000-439.000 Marijuana Tax | Increase | \$ (175,000.00) |
|-------------------------------|----------|-----------------|

Expenses

| | | |
|---|----------|--------------|
| 101-265-811.00 Grounds Maintenance Hall | Increase | \$ 10,565.00 |
|---|----------|--------------|

Pearson Construction ARPA

| | | |
|--------------------------------------|----------|-------------|
| 101-272-802.000 General Gov. - Audit | Increase | \$ 6,880.00 |
|--------------------------------------|----------|-------------|

| | | |
|----------------------------------|----------|--------------|
| 101-528-818.000 Transfer Station | Increase | \$ 20,300.00 |
|----------------------------------|----------|--------------|

| | | |
|-----------------------------|--|------------------------|
| Our portion of improvements | | <u>\$ (137,255.00)</u> |
|-----------------------------|--|------------------------|

SOUTH HAVEN AREA REGIONAL AIRPORT AUTHORITY MINUTES

MAY 21, 2025

Pursuant to Act 267 of 1976, as amended (Open Meetings Act), the Board Members of the South Haven Area Regional Airport Authority (SHARAA) met at the South Haven Area Regional Airport, 73020 C.R. 380, South Haven, Michigan on Wednesday, MAY 21, 2025.

Brent Nichols Called a regular meeting of the South Haven Area Regional Airport Authority Board to order at 7:30 pm.

BOARD MEMBERS PRESENT:

Brent Nichols-Chair
Jon Woodhams, Geneva Township, Vice Chair
Mary Hosley, City of South Haven
Jim Sankofski, Casco Township
Todd Jensen, South Haven Township
Mike Gillian, Covert Township
Julian Allen, Covert Township

BOARD MEMBERS ABSENT:

Fred Bower, Covert Township
Ross Woodhams, alternate for City of South Haven

- I. **Agenda:** Mary Hosley motioned to approve the agenda for the MAY 21, 2025, Airport Board Meeting. Jon Woodhams seconded this motion. **All voted in favor. The motion to approve the agenda carries. YEA 7 / NA 0**

II. Public Comments: NONE

Todd Jensen motioned to approve the consent agenda, and Jon Woodhams seconded this motion:

Consent Agenda:

Expenses from:

- APRIL 2025 Totaling: \$6,682.38
- Manager's report dated: MAY 21, 2025
- Minutes of APRIL 16, 2024

A roll call vote to approve the consent agenda was taken and **all voted in favor. The motion carries.**
YEA 7 / NA 0

III. Committee Reports: NONE

IV. Old Business: NONE

V. New Business: NONE

IV. Member Comments:

The South Haven Area Regional Board and Authority welcomes Mike Gillian to the board. Mike represents Covert Township and his willingness to serve is greatly appreciated.

Annual Fly-In and Pancake Breakfast in conjunction with the National Blueberry Festival is set for Sunday, August 10th.

Airport staff highlighted a couple upcoming events in and around the City of South Haven that are usually a boost in operations here at the Airport. Gridlife (6/6-6/8) and Harborfest (6/13-6/14) were two upcoming events that came to mind. Mary Hosley shared another event in the fall for Airport staff to look into as well. The 2025 South haven Jazz Festival will be held (9/12-9/13). Mary offered to gather more information in the near future and pass it along to Airport staff.

Airport Manager John Carlson shared he inquired about the initial possibility of extending the Van Buren trail system East along County Road 380 to Airport property, that way pilots that use one of our courtesy bicycles (or bring their own) can hopefully access the trail from a trailhead right on Airport owned property along County Road 380. Airport staff will be gathering more information on the possibility of this, Jay Allen recommended Assistant Manager Dan Sanborn contact area community leaders to assess what has already been planned for the future of this trail system.

Todd Jensen moved to adjourn the meeting Jon Woodhams seconded this motion. The meeting was adjourned at: 7:55pm

SOUTH HAVEN AREA REGIONAL AIRPORT AUTHORITY

Brent Nichols, Chairman
Jon Woodhams, Geneva Township, Vice Chair
Todd Jensen, South Haven Township
Mary Hosley, City of South Haven
Ross Woodhams, alternate for City of South Haven
Mike Gillian, Covert Township

Fred Bower, Covert Township
Julian Allen, Covert Township
Jim Sankofski, Casco Township
Nancy Kelley, Treasurer
John Carlson, Secretary

Michigan Township Services - Allegan, Inc.

111 Grand Street
(269) 673-3239 fax: (269)673-9583

Permits Issued For SOUTH HAVEN TOWNSHIP

Building

| Date | Permit # | Site Address | Construction Cost | Permit Cost | Owner | Type Of Construction |
|------------------------|----------|--------------------|---------------------|-------------------|--------------------|----------------------|
| 5/8/2025 | SHB25029 | 05282 Beechwood Ln | \$30,000.00 | \$230.00 | Mielke | 3 Season Room |
| 5/8/2025 | SHB25030 | 76952 24th Ave | \$4,669.09 | \$87.00 | Liehr | Re-Roof |
| 5/13/2025 | SHB25031 | 16565 77th St | \$320,000.00 | \$1,100.00 | Ronald M Hem FB | Addition/Remodel |
| 5/15/2025 | SHB25032 | 76691 11th Ave | | \$75.00 | Riordan | Demolition |
| 5/21/2025 | SHB25033 | 15670 76th St | \$21,100.00 | \$203.00 | Fuller | Re-Roof |
| 5/23/2025 | SHB25034 | 12720 73rd St | \$20,656.00 | \$202.00 | Sikorski | Replace Deck |
| 5/23/2025 | SHB25035 | 13240 M-140 Hwy | | \$75.00 | O'Hodge Properties | Demolition |
| Building Totals | | | \$396,425.09 | \$1,972.00 | | |

Electrical

| Date | Permit # | Site Address | Construction Cost | Permit Cost | Owner | Type Of Construction |
|--------------------------|----------|---------------------------|-------------------|-------------------|-------------------|-----------------------|
| 5/6/2025 | SHE25047 | 77304 Summers Gate Circle | | \$105.00 | Portman | |
| 5/6/2025 | SHE25048 | 17594 Blue Star Hwy | | \$105.00 | Brinks | |
| 5/9/2025 | SHE25049 | 72866 12th Ave | | \$110.00 | Bolden | Interior Remodel/Deck |
| 5/14/2025 | SHE25050 | 12519 M-140 Hwy | | \$460.00 | 12519 M-140 Hwy L | Change of Use |
| 5/20/2025 | SHE25051 | 76324 Haven Dr | | \$110.00 | Harren | |
| 5/20/2025 | SHE25052 | 72341 M-43 Hwy | | \$110.00 | Gibson | |
| 5/28/2025 | SHE25053 | 72637 Baseline Rd | | \$110.00 | Kendera | |
| 5/27/2025 | SHE25054 | 05282 Beechwood Ln | | \$160.00 | Mielke | 3 Season Room |
| Electrical Totals | | | | \$1,270.00 | | |

Mechanical

| Date | Permit # | Site Address | Construction Cost | Permit Cost | Owner | Type Of Construction |
|--------------------------|----------|------------------------|---------------------|-------------------|----------------------|--------------------------|
| 5/6/2025 | SHM25024 | 73100 C. R. 388 lot 97 | | \$115.00 | Smith | |
| 5/13/2025 | SHM25025 | 72710 Lighthouse Blvd | | \$1,099.00 | U-Haul International | Main Office/Storage Bldg |
| 5/16/2025 | SHM25026 | 76689 Wood Crest Ct | | \$250.00 | Bodtke | New Res w/ Att Garage |
| 5/20/2025 | SHM25027 | 75255 12th Ave | | \$295.00 | Leatherberry | New Res w/ Att Garage |
| 5/20/2025 | SHM25028 | 00600 70th St | | \$110.00 | Pepich | Remodel + Master STE |
| 5/20/2025 | SHM25029 | 05885 73 1/2 St | | \$210.00 | Jones | New Res w/ Att Garage |
| 5/20/2025 | SHM25030 | 02959 73rd St | | \$205.00 | Locker & Locker Pr | |
| 5/28/2025 | SHM25031 | 76241 14th Ave | | \$227.00 | DeGrandChamp | |
| 5/30/2025 | SHM25032 | 19130 77th St | | \$110.00 | Gilbert | New Res w/ Att Garage |
| Mechanical Totals | | | | \$2,621.00 | | |
| Mechanical Totals | | | \$396,425.09 | \$5,863.00 | \$586.30 | |

SOUTH HAVEN CHARTER TOWNSHIP
PLANNING COMMISSION
MINUTES

Wednesday, June 4, 2025

draft

1) Call to Order: 7:00 PM

2) Role Call:

Tippman - present
Kiry – present
Odland - present
Meyer – present
Poole – present
Dibble – present
Nicol – present

Audience:

Zoning Administrator: Tasha Smalley

Applicants

Lots of audience

3) Approval of the Agenda

Motion by Tippman to approve the agenda with removal of Unfinished Business a. Zoning Ordinance update, second by Meyer, 7-0 yes, motion passed.

4) Approval of the Minutes

Motion by Nicol to approve the minutes of May 7, 2025 as presented, second by Dibble, 7-0, yes motion passed.

5) Public Comment non-agenda items - none

6) Communications / Correspondence - 4 letters acknowledged at end of public hearing.

7) Public Hearing –

Applicant Robert Nydza has petitioned for Preliminary PUD (Planned Unit Development) V/L 6th Ave, 80-17-012-014-00, for a residential development, 10acres, approx. 10homes.

Smalley briefly went over the application: Preliminary review for PUD Type I, special use, MDR. Property is 20 acres. PUD proposed on 10 of the 20 acres. Proposed 10 homes. Township approved private road with 33ft right-of-way (May 14, 2025).

Robert Nydza, owner of the property, also went over the project. Planning 10 short-term rental homes. Plan is to keep as much woods and trees as possible, only remove what is necessary for the project. Odland asked what the timeline of construction; Mr. Nydza stated approximately two homes a year, maybe more. The homes are proposes in a circle and in the middle there will be a grassy area for gathering; fire pit, picnic tables, maybe pavilion, not planning a “club house”.

Tippman asked what time of rental, Nydza stated a week to week rental (7days).

Nicol stated the plan was weak and did not explain/show what the project was. Asked about the house layout/design, number of bedrooms, etc. Also asked about how many trees keeping, along the road? The area in the middle? How much of the road will be paved? Mr. Nydza stated plans to keep as many trees as possible in the front for screening and will clear trees in the middle area, but keep any large mature trees. Floor plans will accommodate up to approx. 4-5 people. The pavement will be extended from the existing pavement to the property line and the rest of the drive will be upgraded to a private road and be improved to private road standards.

Rob Pirsein, Merritt Midwest Engineer, spoke on proposed septic and well; original plan was for each house to have own systems and will conversation with county health department might now be a community septic and well. Soil testing starting June 17.

Odland asked if there will an on-site manager? Mr. Nydza stated there will not be an on-site staff person. The check-in will be from on line reservation and keypad. If there is a probably, a guest would email the website.

Odland asked why only 10 homes and not the 38 max permitted; Mr. Nydza stated wants to keep rural and keep trees. Was designed to be only 10 homes.

Dibble stated this is a resort, not single family homes. Short term rental is a business, business not allowed in MDR. Need the attorney opinion regarding this topic.

Motion by Poole to Open the Public Hearing 7:31p, second by Tippman, 7-0yes motion passed

Public comments

Shannon Kellogg 71145 6th Ave, lived in area since 2002, concerned with new people in and out, not enough police resources.

Tammy Schnooberger 70434 6th Ave, lives across the street for 30 years, opposed to strangers coming in and out; no more than 4 dwellings allowed on 20 acres.

Jamie Cowell 70416 6th Ave, multi-generation family, will not feel safe, asked number of people in each unit, traffic concerns, well concerns; do not want this to drain wells.

Mr. Nydza responded, approx. 4-5 people per unit. Design will not allow more people.

Shannon Aldridge 70442 6th Ave, lived in the area for 13 years, lot of people walk dogs, kids, bikes, concerned with new traffic this will generate, well concerns, does not want this to drain wells. Opposed to business purpose of land. Concerns with traffic safety, hard to see in places on 6th Ave.

Vikie Olson 70700 6th Ave, opposed to this commercial venture, short term rental is a business, like a hotel; will lower property value; small road will issues already.

Richard Valkner 70450 6th Ave, 4 homes are allowed in 20 acres, wanting number of homes to be clarified, worried about potential of what could be developed.

Jan Jones 71822 6th Ave, concerned with traffic; the road issues were brought up to the Board and no resolve to fix it; the road does not have shoulder; cut through to 73rd.

Edan Valkner 70450 6th Ave, same traffic concerns as mentioned; his property is at the end of the easement and has been since 1932. Concerns with easement improvements and disrupting inground utilities; questions of legality of improving the easement to a private road; concerns with road being blocked and not being able to get in or out; concern with people trespassing; would like conditions placed on project: no fires, no fireworks, more strict noise ordinance, no drones.

Tom Campbell 71872 6th Ave, concern with the STR response, complaint, need someone on site to be responsible and quick to respond.

Brian Griffin 06213 Springhill Dr, concerns with the easement, is it public or private, referred to 16.08A#1&2

Robert Trowbridge 01250 Blue Star, asked when draft minutes would be available

Vickie Olson, owner Mr. Nydza lives in Bridgman, too far away to respond; has the DNR been contacted or a study done to protect endangered species?

Tammy Schnoberger, stated the area lose power a lot, concerns that this project will add to much to the electric service; asked if background checks were done for renters

Chairperson Odland read the letters submitted

Mildred Suhr 9311 W Nagle Ln Rathdrum ID, David Suhr 70477 6th Ave South Haven

Tom Campbell and Jan Jones 71822 6th Ave

Linda Weintraub

Dennis and Vicki Olson, 2 letters

No further questions or comments

Motion made by Poole to close the public hearing at 8:20, second by Nicol, 7-0yes, motion passed.

8) New Business –

a. Discuss Preliminary review PUD

Odland read over the Review Standard in 16.09 A-J, consensus the standards are met for the preliminary with additional reviews and studies done.

Dibble stated no business use allowed in MDR. STR is a commercial business.

Request the attorney to give an opinion on single family home vs short term rental, business.

Per Mr. Nydza, no extra lighting, just light on the homes, no street lighting proposed

Discussed the potential of wetlands, possible endangered and/or protected species. Request an environmental report to state if there is wetland area(s) and study for species.

Will need drain commission review and/or approval for final

Lots of concern about possible expansion to more than 10 proposed home. Mr. Nydza stated a few times that the way the homes are designed there is not room to build more. Idea is to keep as many trees and

keep rural woods feel. Odland asked if he would preserve the land, conservation easement. Mr. Nydza said he would be able to do a conservation easement stating the land cannot be further developed.

Discussed the traffic concerns, lot of concern stated during public comment about the state 6th Ave is in and what this additional traffic could do to the road. Request a traffic study be done.

Discussed the easement becoming a private road, would like to see the easement paperwork

Items to provide for final site plan:

1. All items required in the PUD ordinance for final site plan
2. Drain commission review / approval of storm water management
3. Road commission approval for the road end extension
4. Environmental study including wetlands and species (protected and/or endangered)
5. Traffic study
6. Copy of the existing easement language; easement for Valkner to access their property
7. Copy of draft language for conservation easement to protect the remainder of the property from being built
8. The Township will get an opinion from the attorney regarding single family home vs short term rental if considered a business use or a single family home regulated by the short term rental ordinance; resort, business

Recess meeting at 8:49p

Reconvene meeting 8:59p

b. Site Plan Review, Matt Bakker, Landscape Design. 71355 CR 388, 80-17-012-026-05, new use: Landscape Design Services, satellite office, storage of materials and equipment.

Smalley went over the application: site plan review to change use of the property. Last use was horse barn and tack store. Proposed use is Landscape business satellite office, main office is in Holland. There will be an office and storage of vehicles and an area for storage of mulch. No retail sales of landscape materials. Smalley asked Mr. Bakker if he closed on the property, he stated yes closed on May 16.

Mr. Bakker went over application; main office is out of Holland, been in business since 90's. Already 4 trucks servicing the South Haven area; use the property as is for now to start storing trucks; plans to update the property and will submit site plan at that time.

Dibble asked about outside storage, Mr. Bakker stated there would be an area for mulch, wood chips, but not an area to bring and store yard debris.

Chairperson Odland went over 22.06D, Criteria for Site Plan Review

1. Surface water drainage – does not apply, no work being done. The site is already established.
2. Drives, parking, circulation – does not apply, already built out. A permit from the road commission will be required for new use of the property. Parking area already existing.
3. Roads, utility service and infrastructure – does not apply, no work being done, utilities already exists
4. Signs and lighting – no sign or lighting proposed. If sign and lighting proposed a new site plan will be submitted.
5. Screening and buffering – Mr. Bakker stated he will be putting in a row of trees on the east property line to screen the adjacent resident.

Motion by Poole to approve the site plan at 71355 CR 388, 80-17-012-026-05 for change of use with

condition: driveway permit is obtained from the Road Commission, second by Meyer. 7-0yes, motion passes.

9) Unfinished Business – none

10) Staff & Subcommittee report

ZBA report- Tippman – nothing to report

Board report – Poole – Board approved the private road with 33ft of easement for Mr. Nydza 6th Ave, 80-17-012-014-00

Zoning report – Smalley – nothing to report

11) Commissioner Comments and Public Comment

12) Adjournment

at 9:30pm

Respectfully Submitted by:

Tasha Smalley

Zoning Administrator/Recording Secretary



Van Buren Conservation District

May 2025 Program Update

Submitted by Emily Hickmott, Executive Director

My, my, it's summer already! That means it is time for us to invite you and yours to our Annual Meeting & Director Election. This year, the Liberty Hyde Bailey Museum will be hosting us on Wednesday, July 23 at 5:30 PM (optional 5:00 PM tour). We will give out a couple of awards and celebrate conservation successes while enjoying a locally-sourced dinner. We encourage you to RSVP here:

<https://vanburencd.org/2025-annual-meeting/>

As a part of our work on the Van Buren County Resource Recovery Program, Kalli has added several events to the calendar over the next few months that we hope you'll join. Please also help us share these events with anyone and everyone who might be interested. You can find more details on our Recycling page soon: <https://vanburencd.org/recycling-news/>. Throughout July and August, you'll find Kalli giving presentations at our Lunch & Learn events, mingling at Sustainable Samplers, or answering all your questions during Recycling Station Power Hours. Be sure to check out these free, fun events! See dates and times below, and keep an eye out for more details.

Upcoming Events:

- [Recycle Roundup Collection Event](#) | Saturday, June 7 | 9:00 AM – 2:00 PM | 801 Hazen St., Paw Paw | household hazardous waste, oil paints, foam, electronics, passenger & semi tires | open to all Van Buren County
- Water Monitoring Education at Hartford High School STEM Camp | Tuesday, June 10
- [Two Rivers Coalition Prothonotary Warbler Paddle](#) | Saturday, June 14 | 9:30 AM – 2:00 PM | Maple Lake Dam River Access | see TwoRiversCoalition.org for details
- Recycling Presentation | 1:00 PM – 2:00 PM | Lawton Library – 125 S Main St., Lawton
- Juneteenth National Independence Day | Thursday, June 19 | office closed in observance
- Independence Day | Friday, July 4 | office closed in observance
- Recycling Lunch & Learns – two opportunities! RSVP encouraged 269-633-9314
 - Tuesday, July 1 | 11:45 AM – 1:15 PM | Lions Park Pavillion – Mill Race Road, Bangor |
 - Wednesday, July 2 | 11:45 AM – 1:15 PM | City of Gobles Park Pavillion – S State St., Gobles
 - Open to all ages, get your recycling questions answered!
- Recycling Power Hours – drop off your recycling at newly-improved stations and ask Kalli your recycling questions!
 - Tuesday, July 8 | 1:30 PM – 4:30 PM | Bloomingdale Transfer Station – Rocky Road
 - Friday, July 11 | 1:00 PM – 4:00 PM | Paw Paw Transfer Station – Red Arrow Hwy
 - Saturday, July 12 | 10:00 AM – 1:00 PM | Arlington Transfer Station – 26th Ave., Bangor
- VBCD Regular Board Meeting | Wednesday, July 23 | 10:00 AM | USDA Service Center – 1035 E Michigan Ave., Paw Paw
- Van Buren Conservation District (VBCD) Annual Meeting & Director Election | Wednesday, July 23 | 5:30 PM – 7:00 PM | Liberty Hyde Bailey Museum – 903 S Bailey Ave., South Haven | open to all, RSVP encouraged 269-657-4030 x5



Van Buren Conservation District

May 2025 Program Update

Submitted by Emily Hickmott, Executive Director

Program Updates:

- **Ag Conservation/Water Quality Projects** (*Erin Fuller, Colleen Forestieri, Carlie Southland*) – In April, the Water Quality Team helped coordinate a variety of outreach and education activities, including Earth Day student presentations, demonstrations at the Paw Paw Middle School's Salmon in the Classroom release event, and Paw Paw Elementary STEM Day presentations.
- **SWxSW Corner CISMA (Cooperative Invasive Species Management Area) Team** (*Abbie Bristol, Alex Florian, Jena Johnson*) – Aside from wrapping and selling trees, the CISMA Team has been planning for the short-term and long-term future. We finalized road surveys and are helping develop management ideas for both Van Buren Conservation District (VBCD) properties. We planted seeds for the first time to discourage kudzu returning at treatment sites. We're developing a facilitated meeting plan to discuss the Strategic Plan with the Steering Committee. We are preparing ourselves for not only a productive field season, but for 2025 and beyond.
- **Michigan Agriculture Environmental Assurance Program (MAEAP)** (*Kyle Mead*) – The technician is leading a presentation to other MAEAP Technicians on irrigation and organizing a field day of irrigation testing in June. Tech also finalized Envirothon for the year, with the State competition at Western Michigan University in May.
- **National Association of Conservation Districts (NRCS) Technical Assistance** (*Lucas Hartman, Gabriel Francisco*) – With Tree Sale being the largest task of the month, that didn't stop Lucas and Gabe from also getting out and seeing farms, talking with landowners, and getting out to present for some events. These included some of the local schools in the area for Sustainability Week/ Earth Day, and all of that while closing the application period for the 2025 Conservation Stewardship Program (CSP) and starting to facilitate our round 2 of general EQIP applications. We closed the month on a bittersweet note on our side of the office. After many dedicated years at the NRCS we bid farewell to our district conservationist Jeffery Douglas as he takes his retirement. Kami Williams will now serve as acting District Conservationist (DC), with other area DC's assisting (Gabe from Allegan, Di'Shun from Kalamazoo, and Brandon in Cass).
- **Outreach** (*Jacob Diljak*) – Our Tree Seedling fundraiser was a huge success! Together, we raised funds for local services and efforts and planted over 15,000 seedlings. Our community isn't just greener with trees. We're seeing more year-round recycling and disposal services with our upcoming collections and project partners – transfer stations. Look for collections and services near you: VanBurenCD.org/van-buren-county-recycling-collections/
- **Resource Recovery & Recycling** (*Kalli Marshall, Jacob Diljak*) – April was a busy month as we kicked off the spring season. Tree sale was a success, then recycling and educational event planning took over. Later, we celebrated with the Village of Decatur, Decatur Township, and Hamilton Township at the Decatur Area Waste & Recycling Center Grand Opening. To end the month, Kalli was honored by the Michigan Sustainable Business Forum with a Sustainability Leadership Award.