

## THORNAPPLE TOWNSHIP BOARD

### Regular Meeting, Monday, April 09, 2018

1. The meeting was called to order by Supervisor Bremer at 7:00 p.m. at the Township Hall, followed by the Invocation and Pledge of Allegiance to the Flag by those present.
2. Present: Mike Bremer, Deb Buckowing, Cindy Willshire, Ross DeMaagd, Jake Jelsema and Curt Campbell and Sandy Rairigh. Also present: Catherine Getty, Dan Parker, Chief Randy Eaton, Julie Markarawicz, Rodney Preslar and Walter Eavey.
3. **MOTION** by Buckowing, support by Campbell to approve the Printed Agenda as Amended. Bremer asked to add Resolution #5-2018 Property Tax Affidavit Penalty Transfer to New Business B. **MOTION APPROVED** with 7 yes voice votes.
4. **MOTION** by Buckowing, support by Rairigh to approve the Consent Agenda as Amended. Buckowing asked to remove the Emergency Services Minutes of April 2, 2018 from the Consent Agenda and place under Emergency Services item D. **MOTION APPROVED** with 7 yes voice votes.

#### First Public Comment

5. None.

#### County Report

6. Commissioner Parker reported on the activities of the Barry County Commissioners. Parker informed the board that May 5 is the final repeal date for T.O.S.T.

#### Reserved Time

7. None.

#### Discussion/Payment of Current Bills

8. **MOTION** by Buckowing, support by DeMaagd to pay current bills totaling \$92,987.83. Roll call vote: Bremer, yes; Willshire, yes; Buckowing, yes; Jelsema, yes; DeMaagd, yes; Campbell, yes; Rairigh, yes. **MOTION CARRIED.**

#### Clerk's Report

9. None.

#### Treasurer's Report

10. Personal Property Tax Reimbursement-Buckowing informed the Board that the township received the 2<sup>nd</sup> annual Personal Property Tax Reimbursement from the State in the amount of \$41,734 with the breakout of \$14,566 to the General Fund; \$19,017 to the Fire fund; \$5,433 to the Ambulance Fund and \$1,746 to the Capital Improvement Fund.

11. 2017 Property Tax Delinquencies-Buckowing informed the Board that the Township received and processed the 2017 delinquency check in March in the amount of \$39,489 from the County. The 2017 delinquencies were 3.4% (down from 6-8%).

### Emergency Services Report

12. **MOTION** by Jelsema, support by Buckowing to allow screen and background checks for Steve Freeman, Lynn Freeman, and Brittney Bud to be hired as members of our TTES paid-on-call staff. Roll call vote: Bremer, yes; Willshire, yes; Buckowing, yes; Jelsema, yes; DeMaagd, yes; Campbell, yes; Rairigh, yes. **MOTION CARRIED.**
13. Chief Eaton informed the Board of the upcoming changes to EMS protocol, Barry County Medical control and 911 regarding ambulance dispatch.
14. Emergency Services Committee Minutes of April 3, 2017 – Buckowing inquired whether we would be collecting money from other departments doing training at our facility and asked when Captain Klutman begins MFR classes again that he let the Treasurer and Clerk know so they can apply payments accordingly. Buckowing also inquired if the topic of full-time vs. part-time Chief position can be discussed at a later date.

### Planning and Zoning Report

15. **MOTION** by DeMaagd, support by Campbell to approve Ordinance #3-2018 Petition to Rezone #45. Getty provided an overview of the parcel and Master Plan for Future Land Use for this parcel. Roll call vote: Bremer, yes; Willshire, yes; Buckowing, yes; Jelsema, yes; DeMaagd, yes; Campbell, yes; Rairigh, yes. **MOTION CARRIED.**
16. **MOTION** by Rairigh, support by Jelsema to remove Proposed Ordinance Amendment #3- Attached garages exceeding 75% of the useable main floor of a dwelling from Ordinance #2-2018. Rairigh expressed concern about the look of an oversized pole barn with oversized utility doors and small living quarters. She stated she would prefer the pole barn/large garage section to be set back from the living quarters section of the house. Roll call vote: Bremer, no; Willshire, yes; Buckowing, yes; Jelsema, yes; DeMaagd, no; Campbell, yes; Rairigh, yes. **MOTION CARRIED.**
17. **MOTION** by Campbell, support by Rairigh to approve Ordinance #2-2018- Proposed Ordinance Amendments #1 Accessory Dwelling-Zoning District and Special Use, #2 Waterfront Setback Requirements, #4 Private Road Standards and #5 Common Open Space Residential Development. Roll call vote: Bremer, yes; Willshire, yes; Buckowing, yes; Jelsema, yes; DeMaagd, yes; Campbell, yes; Rairigh, yes. **MOTION CARRIED.**
18. **MOTION** by DeMaagd, support by Campbell to approve Ordinance #4-2018- Proposed Ordinance Amendments #3 Attached garages exceeding 75% of the useable main floor of a dwelling Roll call vote: Bremer, yes; Willshire, yes; Buckowing, yes; Jelsema, yes; DeMaagd, yes; Campbell, yes; Rairigh, no. **MOTION CARRIED.**

**Unfinished Business**

19. Strategic Planning-Action: Plan for Road Reconstruction using PASER Study and Action: Invest in new ways of communication can be marked as completed.
20. EPS/Riverside Fire Alarm Security-EPS sent quote to manage fire alarm system at TTES. Have not heard back from Riverside yet.
21. **MOTION** by Campbell, support by Jelsema to rescind motion to accept Omega as Township IT. **MOTION CARRIED** with 7 yes votes.
22. **MOTION** by Rairigh, support by Campbell to accept Secant as Township's new IT vendor. **MOTION CARRIED** with 7 yes votes.
23. **MOTION** by Jelsema, support by Buckowing to rescind motion to have Inspiration Studio host Township website. **MOTION CARRIED** with 7 yes votes.
24. **MOTION** by Rairigh, support by Willshire to have Secant host the Township's website. **MOTION CARRIED** with 7 yes votes.
25. Parking along Parmalee at the river-Bremer talked to Jake Welsh, an engineer from the Barry County Road Commission about solutions for parking in the area. Campbell talked to resident and has driven by area to check out options. Bremer will inform resident of action being taken.

**New Business**

26. Revising Township rate charts/fee schedule-departments need to look at their rate charts and get them up to date for next meeting.
27. **MOTION** by Jelsema, support by Campbell to approve Resolution #5-2018 Property Tax Affidavit Penalty Transfer. This resolution allows the Township to waive any fees incurred by residents for not submitting Property Transfers in a timely matter. Roll call vote: Bremer, yes; Willshire, yes; Buckowing, yes; Jelsema, yes; DeMaagd, yes; Campbell, yes; Rairigh, yes. **MOTION CARRIED**.

**Committee Reports**

28. Administration: None.
29. Cemetery: Willshire stated the sad passing of our Sexton and will be having a committee meeting within the next couple weeks. Rairigh asked if DeMaagd had been signed up for Cemetery class at MTA Conference. Willshire stated she tried contacting MTA but never heard back from them and gave DeMaagd permission to pursue if he wanted to go. DeMaagd had chosen not to pursue. Rairigh will be attending the MTA Cemetery class.
30. Elections: None.
31. Emergency Services: Bremer informed Board that there is a meeting with Yankee Springs on Wednesday to discuss coverage in their area.
32. Finance: Buckowing informed the Board of some items that the committee will be working on; create fraud and embezzlement policies, use of township credit cards in general and for booking workshops, conferences and hotel rooms.
33. Parks and Recreation Representative: Registrations are coming in.
34. Personnel – Compensation: Willshire discussed items that the committee will need to work on; establishing policy and procedure for terminating employees, filing of disciplinary actions with

Clerk's office for insertion into respective employee file and reporting of accidents, both work comp and auto.

35. Property, Public Utilities: Jelsema split up jobs with other committee members. Jelsema will be calling on vendors to take care of carpet cleaning at Township Hall and TTES and cleaning of tile floors. DeMaagd will contact vendors for having the interior walls painted at the Hall. Campbell will schedule the mulch delivery and application and get quotes for landscaping at the Hall and at TTES. The committee will also be getting RFPs for handicap accessing the Hall's front doors.
36. Roads and Highways: Campbell inquired about discussions about Noffke Drive. Campbell says the concern is that you fix the road then residents will complain about speeding on road. Bremer inquired whether a special assessment is the best option for Noffke Dr. Rairigh inquired whether Bremer has pursued the special assessment option for Moe Rd. dust control. Bremer said it is on his radar and will be working on it soon. Buckowing reminded the Board that public hearings are required for a special assessment.

## SECOND PUBLIC COMMENT PERIOD

Walt Eavey asked if the hill at the cemetery will be burned this year and if it is to please inform residents of day. Chief Eaton said it will be burned soon and will let public know. Eavey asked if visiting fire fighters at training carried their own insurance, Chief Eaton said they did. Eavey asked if the cemetery headstones could be washed on a service date TBD later by the Board. He stated that permission should be asked of the Township to utilize the cemetery for the Memorial Day service and questioned whether parking would be available in the new section of the cemetery. Clerk stated it would be. Eavey asked if handicap doors would be done before election. He also asked if we had a sexton for the cemetery. Willshire informed him that Halifax Services is still currently handling all cemetery issues at this time.

## POLL OF MEMBERS:

Jake Jelsema, Trustee: Jelsema asked to amend the agenda to include Walt Eavey's requests as motions.

37. **MOTION** by Jelsema, support by Buckowing to have the headstones cleaned at the cemetery on a service day TBD by the Board. Bremer will purchase stone cleaning solution. **MOTION CARRIED** with 7 yes votes.
38. **MOTION** by Jelsema, support by Buckowing to approve the use of the Mt. Hope Cemetery for Memorial Day program. **MOTION CARRIED** with 7 yes votes.

Sandra Rairigh, Trustee: Asked Getty to put Proposed Planning Fee on the Agenda for Planning Commission Meeting. Inquired if Bremer had contacted Consumer's Power regarding LED lights. He had.

Curt Campbell, Trustee: Campbell thanked the Admin committee for all their work on IT contracts.

Ross DeMaagd, Trustee: None.

Deb Buckowing, Treasurer: Inquired if the Board could think about purchasing new chairs for boardroom.

Cindy Willshire, Clerk: None

Mike Bremer, Supervisor: Thanked Mark Sevald for his 29 years of service on the Planning Commission.

**MOTION** by Jelsema, support by Buckowing to adjourn meeting.

Adjournment of meeting by Supervisor at 9:24 p.m.

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Cindy A. Willshire, Clerk

Approved 5/14/2018