

THORNAPPLE TOWNSHIP BOARD

Regular Meeting, Monday, February 12, 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, Curt Campbell, Ross DeMaagd, Jake Jelsema, Sandra Rairigh and Cindy Willshire. Also present: Stephanie Skidmore, Chief Randy Eaton, Julie Markarawicz, Deputy Chief Rod Preslar, Dan Parker, Eric Schaefer, Greg Moore; Diane Vanderwerp; Jason Bushman, Joshua Smallwood, and Andrew Beck.
3. **MOTION** by Buckowing, support by Willshire to approve the Printed Agenda as Printed. **MOTION APPROVED** with 7 yes voice votes.
4. **MOTION** by Buckowing, support by Campbell to approve the Consent Agenda as Printed. Rairigh asked Willshire to forward to the Board approved budget amendments as detailed within the Special Meeting Minutes of January 30, 2018. **MOTION APPROVED** with 7 yes voice votes.

First Public Comment

Diane Vanderwerp, 8695 Parmalee Road, expressed concern over the excessive parking along the Parmalee Bridge from individuals who utilize the Thornapple River. In addition, these individuals trespass on neighboring properties to access the Thornapple River and tend to litter along this area.

County Report

Commissioner Dan Parker reported on the activities of the Barry County Commissioners, including but not limited to the TOST Repeal timeframe and the county funded repairs to the historic buildings at Charlton Park.

Reserved Time

Bushman and Beck from the Middleville Lions Club discussed the Club's plan to bring the American Veteran's Travelling Tribute to Middleville June 27-July 1, 2018. Bushman and Beck asked the Township for a contribution to help defray the costs associated with bringing the tribute wall to Middleville. Bremer will add this topic to the March 2018 Board Meeting for discussion and consideration.

Discussion/Payment of Current Bills

5. **MOTION** by Campbell, support by Rairigh to pay current bills totaling \$64,174.86. Roll call vote: Bremer, yes; Campbell, yes; Willshire, yes; Buckowing, yes; Jelsema, yes; DeMaagd, yes; Rairigh, yes. **MOTION CARRIED.**

Clerk's Report

6. **MOTION** to approve Resolution No. 01-2018 – Salary for the Supervisor: \$35,500.00. **MOTION** by Buckowing, support by Willshire to approve Resolution No. 01-2018 – Salary for the

- Supervisor: \$35,500.00. Roll call vote: Bremer, yes; Campbell, yes; Willshire, yes; Buckowing, yes; Jelsema, yes; DeMaagd, yes; Rairigh, yes. **MOTION CARRIED.**
7. MOTION to approve Resolution No. 02-2018 – Salary for the Treasurer: \$41,930.00. **MOTION** by Jelsema, support by Rairigh to approve Resolution No. 02-2018 – Salary for the Treasurer: \$41,930.00. Roll call vote: Bremer, yes; Campbell, yes; Willshire, yes; Buckowing, yes; Jelsema, yes; DeMaagd, yes; Rairigh, yes. **MOTION CARRIED.**
 8. MOTION to approve Resolution No. 03-2018 – Salary for the Clerk: \$41,930.00. **MOTION** by Buckowing, support by Jelsema to approve Resolution No. 03-2018 – Salary for the Clerk: \$41,930.00. Roll call vote: Bremer, yes; Campbell, yes; Willshire, yes; Buckowing, yes; Jelsema, yes; DeMaagd, yes; Rairigh, yes. **MOTION CARRIED.**
 9. New Receptionist/Office Coordinator: Willshire indicated that the Township hired Sandra Williams as the new Receptionist/Office Coordinator and Ms. Williams' first day will be February 26, 2018.
 10. Document Management: Willshire answered additional questions from the Board regarding the proposal from Secant Technologies for document management services. Willshire will ask Secant Technologies to be present at the next board meeting to answer further questions and concerns.
 11. Cemetery RFPs: Willshire opened the sealed bid from Hallifax Services for the monthly amount of \$2,200.00 to provide sexton services for Parmalee and Mount Hope Cemeteries. No other bids from other companies were received. **MOTION** by Rairigh, support by Buckowing to accept the bid from Hallifax Services for a three year contract to provide sexton services for Mount Hope and Parmalee Cemeteries at a monthly cost of \$2,200.00. Roll call vote: Bremer, yes; Campbell, yes; Willshire, yes; Buckowing, yes; Jelsema, yes; DeMaagd, yes; Rairigh, yes. **MOTION CARRIED.**

Treasurer's Report

12. None.

Emergency Services Report

13. Motion to repair garage doors at a cost not to exceed \$1,700.00. **MOTION** by Jelsema, support by Campbell to repair garage doors at a cost not to exceed \$1,700.00. Jelsema inquired whether funds would come from the 'Repairs and Maintenance – General' general ledger account number. Roll call vote: Bremer, yes; Campbell, yes; Willshire, yes; Buckowing, yes; Jelsema, yes; DeMaagd, yes; Rairigh, yes. **MOTION CARRIED.**
14. Motion to approve purchase of 33 sets of dress uniforms and identification badges at a cost not to exceed \$6,400.00. **MOTION** by DeMaagd, support by Buckowing to approve the purchase of 33 sets of dress uniforms and identification badges at a cost not to exceed \$6,400.00. Eaton indicated that TTES is still determining the percentage to apply to 206-000-768.000 and 303-000-768.000. Roll call vote: Bremer, yes; Campbell, yes; Willshire, yes; Buckowing, yes; Jelsema, yes; DeMaagd, yes; Rairigh, yes. **MOTION CARRIED.**
15. Motion to approve the expenditure of up to \$30,000.00 of Equipment Bond monies to purchase an ATV with medical/fire insert. Eaton indicated that an ATV could be utilized for medical rescues on the Paul Henry Thornapple Trail or other areas that an Ambulance could not reach.

MOTION by DeMaagd, support by Campbell to approve the expenditure of up to \$30,000.00 of Equipment Bond monies to purchase an ATV with medical/fire insert. Buckowing expressed concern regarding the balances in the Equipment Bond monies due to the previously approved MOTION to approve 800 megahertz Radios. **AMENDED MOTION** by DeMaagd, support by Campbell to approve the expenditure of up to \$30,000.00 of Equipment Bond monies or from the Capital Improvement Fund to purchase an ATV with medical/fire insert. **AMENDMENT ADDED TO MOTION APPROVED** with 7 yes voice votes. Roll call vote on **AMENDED MOTION**: Bremer, yes; Campbell, yes; Willshire, yes; Buckowing, yes; Jelsema, yes; DeMaagd, yes; Rairigh, yes. **MOTION CARRIED.**

16. Motion to approve upgrading of two (2) power cots with “expandable patient surfaces” at a cost not to exceed \$5,300.00. Eaton indicated that the current cots are not comfortable for all patients and the proposed expansions to the cots can be removed and utilized on future cots purchased by the Township. **MOTION** by Buckowing, support by Campbell to approve upgrading of two (2) power cots with “expandable patient surfaces” at a cost not to exceed \$5,300.00. Roll call vote on **MOTION**: Bremer, yes; Campbell, yes; Willshire, yes; Buckowing, yes; Jelsema, yes; DeMaagd, yes; Rairigh, yes. **MOTION CARRIED.**
17. Motion to approve purchase of replacement scanner for TTES staff at a cost not to exceed \$200.00. **MOTION** by Jelsema, support by Rairigh to approve the purchase of a replacement scanner for TTES staff at a cost not to exceed \$200.00. Roll call vote: Bremer, yes; Campbell, yes; Willshire, yes; Buckowing, yes; Jelsema, yes; DeMaagd, yes; Rairigh, yes. **MOTION CARRIED.**

Planning and Zoning Report

18. Code Enforcement Report contained within the Consent Agenda.

Unfinished Business

19. Strategic Planning: Bremer will look at assignments and make recommendations at the March Board Meeting. In addition, Bremer is looking into obtaining signage that includes the Township’s mission statement that can be displayed in the Board Room.
20. Ad-hoc Marijuana Committee Report: Board discussed the Planning and Zoning Administrator’s memorandum regarding this topic and it was decided to postpone deliberation on this potential ordinance and discuss at a later time after neighboring communities who have ‘opted in’ have time to determine success/weaknesses of their ordinances.
21. Charge Property and Public Utilities with an IT and phone search/RFP: Discussion occurred but committee was not currently asked to conduct an IT and Phone search/RFP.

New Business

1. Motion to appoint Linda Gasper to the Planning Commission effective March 27, 2018 with a term expires November 30, 2019. **MOTION** by Willshire, support by Campbell to appoint Linda Gasper to the Planning Commission effective March 27, 2018 with a term expiring November 30, 2019. **MOTION APPROVED** with 6 yes voice votes with 1 Board Member absent.
2. Appointment of Eric Schaefer to the Board of Review: **MOTION** by DeMaagd, support by Campbell to appoint Eric Schaefer to the Board of Review with a term expiring December 31, 2018. **MOTION APPROVED** with 7 yes voice votes.

3. Motion to adopt Ordinance No. 2018-01: Consumers Energy Company Gas Franchise Ordinance. Greg Moore from Consumers Energy provided an overview of the Ordinance and the company's services. A Public Hearing will take place on March 12, 2018.
4. Updating EPS Security Panel. Bremer provided an update as to potential enhancements that will need to take place within the panel.

Committee Reports

5. Administration: No updates.
6. Cemetery: No further updates.
7. Elections: Willshire indicated the Clerk's department will be attending QVF training this spring. Rairigh asked whether an additional general ledger account will be added for the new election equipment expenses.
8. Emergency Services: No further updates.
9. Finance: Buckowing indicated that she has been working with the assessor on addressing the state shared revenue amendments and will present the amendments and provide recommendations for the new fiscal year budget at the March 12, 2018 Board Meeting.
10. Parks and Recreation Representative: No updates.
11. Personnel – Compensation: A short meeting will be scheduled over the next few weeks to discuss possible changes to the Personnel Handbook.
12. Property, Public Utilities: Committee is developing a RFP to make the Township Hall Entryway ADA accessible and replacing the back entrance to the Hall. Committee would like input as to the best timeframe for construction that would minimize impact to the activities at the Township Hall.
13. Roads and Highways: No updates.

SECOND PUBLIC COMMENT PERIOD

Smallwood provided an overview of his proposed plan for his possible grow operations.

POLL OF MEMBERS:

Jake Jelsema, Trustee: Jelsema commented on the American Veteran's Travelling Tribute and the 4th of July Celebrations in Middleville.

Sandra Rairigh, Trustee: No updates.

Ross DeMaagd, Trustee: DeMaagd asked whether it was permissible for the Township to contribute public funds to the American Veteran's Travelling Tribute display hosted by the Middleville Lions Club. Buckowing stated that it was permissible to do so.

Curt Campbell, Trustee: No updates.

Deb Buckowing, Treasurer: No updates.

Cindy Willshire, Clerk: Willshire indicated that Secant was on-site at the Township Hall today performing the TAPP on the I.T. infrastructure. A meeting will be held on February 20, 2018 to present Secant's findings. Willshire asked that Trustees attend, if available.

Mike Bremer, Supervisor: Bremer indicated that the Village of Middleville will be holding a Planning and Zoning Board of Appeals public hearing on February 26th at 5:30 p.m.

MOTION by Campbell, support by Buckowing to adjourn the meeting. **MOTION APPROVED** with 7 yes voice votes. Adjournment of meeting by Supervisor at 9:18 p.m.

Stephanie L. Skidmore, Recording Secretary

Approved _____