

THORNAPPLE TOWNSHIP BOARD

Regular Meeting, Monday, March 12, 2018

1. The meeting was called to order by Supervisor Bremer at 7:01 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, Dan Parker, Greg Moore; Joyce Warner; Jason Bushman, Joshua Smallwood, Dustin Moore, Karen Beck, Brian Burks, Kevin Alberts, Craig Kenyon and Andrew Beck.
3. **MOTION** by Buckowing, support by Rairigh to approve the Printed Agenda as Amended with addition of 16 e. Fourth of July Celebration and removal of 13 b. International Fire Code adoption. **MOTION APPROVED** with 7 yes voice votes.
4. **MOTION** by Buckowing, support by Willshire to approve the Consent Agenda as Printed. **MOTION APPROVED** with 7 yes voice votes.

First Public Comment

None.

County Report

Commissioner Dan Parker reported on the activities of the Barry County Commissioners, including but not limited to the TOST Repeal timeframe and that Catherine Getty and Don Hutchins have been appointed to the Barry County Parks and Recreation Board. In addition, Ron Welton has been hired as the Barry County Parks and Recreation Board Administrator.

Reserved Time

Brian Burks from Secant Technologies provided an overview of the document management proposal, including the disaster recovery locations/process to ensure the township's data remains secure. In addition, Jelsema inquired as to the term of the contract with Secant. Burks indicated that it is a one year contract and will be month to month after the contract expires. **MOTION** by Buckowing, support by Willshire to hire Secant Technologies for electronic document management with a one-time fee of \$2,500.00 and a reoccurring monthly fee of \$570.00 per month. Roll call vote: Bremer, yes; Campbell, yes; Willshire, yes; Buckowing, yes; Jelsema, yes; DeMaagd, yes; Rairigh, yes. **MOTION CARRIED.**

Discussion/Payment of Current Bills

5. **MOTION** by Buckowing, support by Willshire to pay current bills totaling \$58,234.47. Roll call vote: Bremer, yes; Campbell, yes; Willshire, yes; Buckowing, yes; Jelsema, yes; DeMaagd, yes; Rairigh, yes. **MOTION CARRIED.**

Clerk's Report

6. Ordinance 2018-01: Consumers Energy Company Gas Franchise:

Bremer recessed the Board Meeting at 7:34 p.m.

Bremer opened the Public Hearing at 7:34 p.m.

Bremer and Moore discussed the Consumers Energy Ordinance while Joyce Warner expressed her concern that her subdivision does not have natural gas connected to it.

Bremer closed the Public Hearing at 7:45 p.m.

Bremer reopened the Board Meeting at 7:45 p.m.

MOTION by Jelsema, support by Buckowing to approve Ordinance 2018-01: Consumers Energy Company Gas Franchise. Roll call vote: Bremer, yes; Campbell, yes; Willshire, yes; Buckowing, yes; Jelsema, yes; DeMaagd, yes; Rairigh, yes. **MOTION CARRIED.**

7. **MOTION** by Jelsema, support by Buckowing to amend the Agenda to move 16 e. Fourth of July Contribution Discussion to 11 b.1. **MOTION APPROVED** with 7 yes voice votes.

Consumers Energy presented the Lions Club with a \$300.00 check in support of the American Veteran's Travelling Tribute Wall. **MOTION** by Jelsema, support by Rairigh to provide \$1,500.00 to support the 2018 Fourth of July Celebration with funds coming out of the community promotions general ledger account. Roll call vote: Bremer, yes; Campbell, yes; Willshire, yes; Buckowing, yes; Jelsema, yes; DeMaagd, yes; Rairigh, yes. **MOTION CARRIED.**

8. Changes to the Employee Handbook Regarding Vacation Time: Willshire provided an overview of the proposed changes to the vacation time policy within the Employee Handbook. DeMaagd expressed concern that the proposed policy was too generous to the Township's employees and not consistent with other small businesses. In addition, Jelsema also felt that the proposed policy was too generous to the Township's employees. DeMaagd expressed concern that most taxpayers don't receive these types of benefits in their workplace. Rairigh asked for four grammatical/content changes to be added to the vacation policy. In addition, Rairigh asked for the amount of hours received for personal time for the first year and after five years. **MOTION** by Willshire, support by Buckowing to accept the vacation policy changes as amended with the four stated changes: 1) addition of "to which" to the first sentence.; 2) change 26 to 27 in #3; 3) addition of "per year" after the amount of vacation weeks.; and 4) ensure all changes/content listed on the draft copy is carried over to the final version. Roll call vote: Bremer, yes; Campbell, yes; Willshire, yes; Buckowing, yes; Jelsema, no; DeMaagd, yes; Rairigh, no. **MOTION CARRIED.**
9. Lagoon Operator Agreement for 2018-19: **MOTION** by Jelsema, support by Buckowing to approve the 2018-2019 Fiscal Year Lagoon Operator Agreement. Bremer stated that this agreement includes a 3% increase from the previous year. **MOTION APPROVED** with 7 yes voice votes.
10. Duncan Lake Sewer System Operator Agreement for 2018-19: **MOTION** by Jelsema, support by Buckowing to approve the 2018-2019 Fiscal Year Duncan Lake Sewer Operator Contract. Buckowing inquired whether this agreement had approval from the Duncan Lake Sewer

Authority. Bremer stated that Joe Lyons did not want any pay increases and this agreement does have approval from the Authority. **MOTION APPROVED** with 7 yes voice votes.

11. Assessor Contract for 2018-19: **MOTION** by Jelsema, support by Buckowing to approve the 2018-2019 Fiscal Year Assessor Contract. Bremer indicated that this contract includes a 3% pay increase and the dates on the contract presented will be changed to reflect the current Fiscal Year. **MOTION APPROVED** with 7 yes voice votes
12. Website Renovation Proposals: Skidmore provided a comparison of the proposals to redevelop the Township's website received from Inspiration Studio Designs and Pixelvine. **MOTION** by Willshire, support by Campbell to accept the proposal from Inspiration Studios Designs to redevelop the Township's website at a total cost of \$3,800.00 and to host the website at an annual cost of \$220.00. Roll call vote: Bremer, yes; Campbell, yes; Willshire, yes; Buckowing, yes; Jelsema, abstain; DeMaagd, yes; Rairigh, yes. **MOTION CARRIED.**

Treasurer's Report

13. None.

Emergency Services Report

14. Motion to approve the purchase of a new clothes dryer at a cost not to exceed \$800.00. **MOTION** by Jelsema, support by Rairigh to approve the purchase of a new clothes dryer at a cost not to exceed \$800.00. Eaton indicated that this purchase would be evenly split from 206-000-931.000/303-000-931.000. Roll call vote: Bremer, yes; Campbell, yes; Willshire, yes; Buckowing, yes; Jelsema, yes; DeMaagd, yes; Rairigh, yes. **MOTION CARRIED.**

Planning and Zoning Report

15. 2017 year-end report: Getty provided the Board with an overview of the 2017 Planning and Zoning Annual Report.
16. Zoning Administrator's Report distributed at the Board Meeting.

Unfinished Business

17. Strategic Planning: Bremer indicated that he has made changes to the board meeting agendas to reflect the Vision and Mission of the Township. In addition, Bremer will be developing a spreadsheet to track completion status of the action items.
18. Updating EPS Security: Bremer provided an update as to potential enhancements that will need to take place within the panel and discussed the quote that was received by EPS Security. Topic will be tabled until the April 2018 Board Meeting.
19. Insurance Carrier: **MOTION** by Jelsema, support by DeMaagd to accept EMC Insurance Company's quote to become the township's insurance carrier for Fiscal Year 2018-2019. Roll call vote: Bremer, yes; Campbell, yes; Willshire, yes; Buckowing, yes; Jelsema, yes; DeMaagd, yes; Rairigh, yes. **MOTION CARRIED.** Campbell stated that Burnham and Flower's presented a strong proposal but felt that EMC's injunctive relief proposal was stronger. Buckowing thanked Dustin Moore from Burnham and Flowers for his assistance over the years but preferred EMC's

legal fees reimbursement. Buckowing expressed deep regret to part ways with Burnham and Flowers for Fiscal Year 2018-2019.

20. IT Service Provider: **MOTION** by Campbell, support by Jelsema to accept Omega Computer Services' three year proposal to provide information technology services to Thornapple Township starting April 1, 2018. Roll call vote: Bremer, yes; Campbell, yes; Willshire, no; Buckowing, yes; Jelsema, yes; DeMaagd, yes; Rairigh, yes. **MOTION CARRIED.** Bremer stated that he felt that the contract clause of new equipment was a big factor to choose Omega Computer Services over Secant Technologies. Campbell thanked Secant Technologies for their proposal and encouraged Secant to rebid in the future.

New Business

1. DDA Partnership Opportunity: Bremer discussed varying levels of Partnership with the DDA. Buckowing stated that she felt the 2017 DDA advertisement was beneficial to promote TAPP and TTES job opportunities. **MOTION** by Buckowing, support by Willshire to approve expenditure of \$400.00 for a Stagecoach Shotgun level with the Middleville DDA. The \$400.00 expenditure will be taken out of the Community Promotions general ledger account. Roll call vote: Bremer, yes; Campbell, yes; Willshire, yes; Buckowing, yes; Jelsema, yes; DeMaagd, yes; Rairigh, yes. **MOTION CARRIED.** **MOTION** by Bremer, support by Rairigh to allow the administrative committee to spend up to \$600.00 on promotional items. Roll call vote: Bremer, yes; Campbell, yes; Willshire, yes; Buckowing, yes; Jelsema, yes; DeMaagd, no; Rairigh, yes. **MOTION CARRIED.**
2. Barry Chamber information: Bremer discussed the Barry County Chamber of Commerce's membership benefits.
3. United Way Celebration: Materials are included within the board meeting packet.
4. T.A.P.R.C. 2017 Year-end Report – Program Director Catherine Getty: Getty provided an overview of the 2017 T.A.P.R.C Annual Report. **MOTION** by Rairigh, support by Buckowing to sponsor a T.A.P.R.C. baseball team at a cost of \$250.00 with funds coming out of the Community Promotions General Ledger Account. Roll call vote: Bremer, yes; Campbell, yes; Willshire, yes; Buckowing, yes; Jelsema, yes; DeMaagd, yes; Rairigh, yes. **MOTION CARRIED.**

Committee Reports

5. Administration: **MOTION** by Bremer, support by Jelsema to appoint Craig Stolsonburg effective immediately to fulfill Mark Sevald's term on the Zoning Board of Appeals. **MOTION APPROVED** with 7 yes voice votes. **MOTION** by Jelsema, support by Campbell to appoint Linda Gasper effective immediately to fulfill Mark Sevald's term on the Planning Commission. **MOTION APPROVED** with 7 yes voice votes.
6. Cemetery: Willshire indicated that the cemetery committee met and identified possible ordinance changes and she is currently waiting for a quote from Hallifax for expansion of Mount Hope Cemetery.
7. Elections: Willshire stated that the Clerk's department will be attending Qualified Voter File (QVF) and election training in March.
8. Emergency Services: No further updates.

- 9. Finance: Buckowing asked department heads to review monthly the FY 2018-2019 budget going forward to address any overages immediately.
- 10. Parks and Recreation Representative: No updates.
- 11. Personnel – Compensation: No updates.
- 12. Property, Public Utilities: No updates.
- 13. Roads and Highways: No updates.

SECOND PUBLIC COMMENT PERIOD

Smallwood and Alberts provided an overview of their proposed plan for a grow and processing operation for medical marijuana.

POLL OF MEMBERS:

Jake Jelsema, Trustee: No updates.

Sandra Rairigh, Trustee: No updates.

Ross DeMaagd, Trustee: No updates.

Curt Campbell, Trustee: No updates.

Deb Buckowing, Treasurer: No updates.

Cindy Willshire, Clerk: No updates.

Mike Bremer, Supervisor: No updates.

MOTION by Buckowing, support by Jelsema to adjourn the meeting. **MOTION APPROVED** with 7 yes voice votes. Adjournment of meeting by Supervisor at 10:32 p.m.

Stephanie L. Skidmore, Recording Secretary

Approved _____