

THORNAPPLE TOWNSHIP BOARD

Regular Meeting, Monday, May 13, 2019

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, Sandy Rairigh, and Cindy Willshire. Also present: Andrew Beck, Jason Bushman, Chief Randy Eaton, Catherine Getty, Eric Schaefer, Stephanie Skidmore, and Ian Watson.
3. **MOTION** by Campbell, support by Buckowing to approve the Printed Agenda as Amended with the addition of 14c. Town Crier Newsletter Budget Adjustment. **MOTION APPROVED** with 7 yes voice votes.
4. **MOTION** by Campbell, support by Willshire to approve the Consent Agenda as Printed. **MOTION APPROVED** with 7 yes voice votes.

First Public Comment

5. None.

County Report

6. None.

Reserved Time

7. Jason Bushman and Andrew Beck, Middleville Lions Club, discussed the Club's plans for the 4th of July Celebration that is being planning for July 4, 2019. In addition to the fireworks display, the Club is planning on starting the evening's activities at 6:00 p.m. with multiple bands providing entertainment and the TK Athletic Boosters providing food. Bushman stated the Club ensured that they had enough water to put out any potential fires but would appreciate the fire department providing back up, as needed. Bushman stated that 2000 individuals attended the Celebration last year, however, the Lion's Club is predicting attendance growing to 3000 - 3500. Bremer stated that the Township previously entered into a contractual agreement to provide \$500.00 to the 2018 4th of July Celebration's fireworks. **MOTION** by Buckowing, support by Jelsema to enter into a contractual agreement with the Middleville Lion's Club to provide \$1000.00 for the 2019 Middleville's 4th of July Celebration. Rairigh verified that this Celebration will be held on the 4th of July. DeMaagd asked if the community promotions budget has enough to cover this expense. Willshire verified that the community promotions budget does have enough to cover this expense. Roll call vote: Bremer, yes; Willshire, yes; Buckowing, yes; Jelsema, yes; DeMaagd, yes; Campbell, yes; Rairigh, yes. **MOTION CARRIED.**

Discussion/Payment of Current Bills

8. **MOTION** by Buckowing, support by Willshire to pay current bills totaling \$68,970.11. 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. None.

Emergency Services Report

11. Motion to approve the proposed Long-Distance Transfer/Transport Policy of TTES: **MOTION** by Jelsema, support by Rairigh to approve the TTES Long Distance Transfer/Transport Policy. **MOTION APPROVED** with 7 yes voice votes. Policy is included in minutes.
12. Motion to approve the hiring of Paul Haney to the paid-on-call staff of TTES pending results of health and background screens. **MOTION** by Rairigh, support by DeMaagd to approve the hiring of Paul Haney to the paid-on-call staff of TTES pending results of health and background screens. Bremer stated that Haney is a Thornapple Kellogg graduate and recently returned to the Middleville area and will be taking his EMT test shortly. **MOTION APPROVED** with 7 yes voice votes.
13. Motion to adopt the proposed TTES Training Center Usage Fee Schedule. Eaton provided an overview of the TTES Training Center Usage Fee Schedule. Buckowing inquired whether this fee schedule was in relation to the Swede that was purchased with grant money. Bremer stated that this is in relation to the Swede. By implementing this fee schedule, Buckowing asked whether the Swede would be used more frequently. Eaton stated that he hopes the Swede would be used more frequently and that Cascade Township was very happy when they used it a few weeks ago and plan to use it again in the future. Buckowing and Eaton discussed briefly as to which general ledger number the fees would be applied upon receipt. **MOTION** by Campbell, support by Rairigh to adopt the proposed TTES Training Center Usage Fee Schedule, as presented. **MOTION APPROVED** with 7 yes voice votes.

Planning and Zoning Report

14. Getty provided an overview of the JPA Open House scheduled for May 14, 2019. Getty encouraged the Board Members to attend and hopes that this meeting will alleviate annexation confusion among residents. Campbell asked if it was suitable if he attended between 6:00-7:00 p.m. or does he need to attend the entire time. Getty stated that since this meeting is open house style that it is suitable for the Board Members to attend as their schedule permits.

Unfinished Business

15. Budget amendment to GL# 206-000-910.100: The Board discussed that the Worker's Compensation payment varies from year to year. Eaton was uncertain as to why it increased since there has not been a Worker's Compensation Claim in the past two years. Willshire stated that the Worker's Compensation payment is based upon the amount budgeted for payroll. It was decided that this budget amendment will be pushed to the June 2019 Board Meeting to allow for time to determine the appropriate General Ledger number to take these funds.
16. Paved roads 2019/20 budget: The Barry County Road Commission will not be paving roads this year, so the Road and Highway Committee has until February 2020 to come up with budget numbers.

17. Town Crier Newsletter Budget Amendment: Bremer stated that due to the amount of content that increased the number of pages in the Town Crier, the Township's portion of the invoice was \$794.91. Since the Township budgeted \$700.00 for the Township's portion of the Town Crier, a budget adjustment is needed in the amount of \$94.91. Buckowing stated that the Board should review this with the Worker's Compensation Budget Amendment and determine the appropriate place to take this particular Budget Amendment from and bring it to the June 2019 Board Meeting for review, input and approval.

New Business

18. Proposed changes to the Employee Handbook. Bremer and Willshire stated that changes are needed to the Employee Handbook to add marijuana to the Substance Abuse policy and a more defined meal/lodging policy is needed in the Education/Training Expenses Reimbursement section. The proposed language is:

SUBSTANCE ABUSE POLICY. The Township believes that the abuse of alcohol or marijuana and use of illegal drugs are harmful to the employee, workplace and society. The unlawful manufacture distribution, dispensation, possession, use or sale of illegal drugs, marijuana or alcohol on Township premises or while conducting Township business are prohibited. Also, being under the influence of illegal drugs, marijuana or alcohol on Township premises or while conducting Township business is also prohibited since this unnecessarily endangers the health and safety of not only yourself, but your fellow employees. Violation of this policy will subject the offending employee to disciplinary action up to and including discharge.

Because of the seriousness of this problem, all accidents resulting in damage or injury to personnel, property and/or equipment will initiate impairment testing for the employee involved. This testing will be performed by a reputable hospital or independent laboratory using qualified and trained medical technicians or professionals. This facility will be chosen by the Township, and the employee will be transported to and from the testing center. Should the test prove negative, the employee will be returned to work without discipline or loss of pay. Positive testing of drug or alcohol use or abuse or refusal to submit to this testing will be grounds for discipline up to and including discharge.

Education/Training Expenses Reimbursement

Any employee who attends a conference, seminar or similar training event is eligible for travel, room and board reimbursement.

Mileage for employees who are authorized to use their personal cars for Township business, will be reimbursed to and from the event at the then current rate for business miles traveled as established by the Federal Internal Revenue Service. All reasonable and related tolls and parking charges will also be reimbursed. All expenses should be submitted to the Township Clerk within 30 days of the events conclusion.

Lodging expenses for an event that extends over two (2) or more days will be reimbursed at 100%. For an event with an early morning (9 AM or earlier) starting time and is more than two (2) driving hours from the Township Hall, lodging the evening prior to the event will also qualify for reimbursement.

Meals during the time frame of the event that are not covered by the registration fees for that event, are eligible for reimbursement. Those meals will be covered at the following rates: Breakfast - \$10; Lunch - \$15; Supper - \$20. For an event that is more than two (2) hours from the Township Hall, the employee will be eligible for a reimbursable meal on both ends of the event. The employee must present receipts for meal reimbursement. If the employee incurs meal costs that exceed the stated rates, the employee will be responsible for any overage. The above meal rates would also apply to one day Township related events that occur during a traditional meal time.

The above stated rates are subject to annual review by the Township Board.

MOTION by Willshire, support by Rairigh to approve the proposed changes to the Employment Handbook, as presented. **MOTION APPROVED** with 7 yes voice votes.

19. Duncan Lake Sewer replacement of outdated testing equipment. Bremer reported that Finkbeiner is in the process of replacing materials that are deemed outdated.

Committee Reports

20. Administration: None.
21. Cemetery: Willshire stated that the Township purchased tree bags to aid in watering of the newly planted trees at the cemetery. TTES has offered to fill these bags during the summer months.
22. Elections: Willshire stated that she will be notified by 4:00 p.m. on May 14th whether the Township will host an August 2019 election.
23. Emergency Services: None.
24. Finance: None.
25. Parks and Recreation Representative: Bremer stated that this is a busy time with the softball games starting. In addition, there is an umpire shortage until the high school sports finish in two weeks.
26. Personnel – Compensation: None.
27. Property, Public Utilities: Jelsema inquired as to the amount that was set aside in the budget for front door improvements. Jelsema has received a few bids to improve the front door, however, he feels that the bids exceed the amount budgeted. He will continue to reach out to contractors to receive additional bids.
28. Roads and Highways: Campbell and Board discussed at a high level that the County will not be paving roads this fiscal year and the manner in which to budget for road repairs.

SECOND PUBLIC COMMENT PERIOD

None.

POLL OF MEMBERS:

Jake Jelsema, Trustee: None.

Sandra Rairigh, Trustee: None.

Curt Campbell, Trustee: Campbell stated that he felt that the Gravel Road Tour that he recently participated in with the Barry County Road Commission was very beneficial.

Ross DeMaagd, Trustee: None.

Deb Buckowing, Treasurer: None.

Cindy Willshire, Clerk: None.

Mike Bremer, Supervisor: None.

MOTION by Campbell, support by Willshire to adjourn the meeting. **MOTION APPROVED** with 7 yes voice votes.

Adjournment of meeting by Supervisor Bremer at 7:55 p.m.

Stephanie L. Skidmore, Recording Secretary

Approved 6/10/2019