

TOWNSHIP OF THORNAPPLE

Michael Bremer, *Supervisor* / Debra K Buckowing, *Treasurer* / Cindy A. Willshire, *Clerk*
 Curt Campbell, *Trustee* / Ross DeMaagd, *Trustee* / Jake Jelsema, *Trustee* / Sandra Rairigh, *Trustee*



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 PO Box 459 - 200 E Main St. - Middleville, MI 49333

REGULAR MEETING February 10, 2020

1. INVOCATION - Supervisor Bremer
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL

TIME: 7:00 P.M.

ROLL CALL:	Bremer: Buckowing: Campbell: DeMaagd:	Present Present Present Present	Jelsema: Rairigh: Willshire:	Present Present Present
OTHERS PRESENT:	David Warren, Jeff Ray, Eric Schaefer, Commissioner Dan Parker, Luke Froncheck, and Amy Brown.			

4. APPROVAL OF PRINTED AGENDA:

MOTION STATED:	Buckowing- Motion to approve the printed agenda as amended with Buckowing's request to add a Treasurer's Report - Update and Willshire's request to add a Clerk's Report -Cemetery Work.
MOTION SUPPORTED:	Campbell
MOTION STATUS:	Approved with 7 yes voice votes.

5. APPROVAL OF CONSENT AGENDA:

MOTION STATED:	Jelsema- Motion to approve the consent agenda as amended with Buckowing's request to move item F to 11e.
MOTION SUPPORTED:	Buckowing
MOTION STATUS:	Approved with 7 yes voice votes.

6. FIRST PUBLIC COMMENT: None

7. COUNTY REPORT:

County Commissioner Dan Parker:	There will be a community meeting to discuss both the Jail and COA facility at 7 p.m. on Tuesday, February 18 at the Thornapple-Kellogg Middle School (room 1616.) Flyers are provided.
BOARD RESPONSE:	Rairigh requested an update on broadband services coming to the township. Parker responded, the chamber of commerce president started today, and she has experience with broadband expansion.

8. RESERVED TIME: Jeff Ray and David Warren from Aanalytics presented information for the purchase of a replacement server. Both a physical server and a cloud-based service were discussed. Jeff stated he would email a written proposal to the board afterward. The current server is about 5 years old which is the typical lifespan expected. A physical server would cost about \$28,000.00 and a cloud-based service would cost an additional \$1,200 in fees above what is currently being charged for support services for a 3-year contract. The amount of time to transition would be 4 to 6 weeks. As a point of reference, the City of Hastings recently moved to a cloud-based service. Buckowing inquired as to the benefits of the cloud service over the physical server as the price is significantly higher. Warren explained there is a single point of failure with a physical server where as the cloud service has multiple layers of protection. Campbell asked to confirm number of locations. Warren replied their two locations are South Bend, IN and Kalamazoo, MI.

9. CLERK’S REPORT:

Willshire presented proposal by Wickham Cemetery Care to remove trees and repair some headstones. DeMaagd questions whether township should pay for repair of headstones or whether families should be responsible for maintenance. Willshire, Jelsema and Rairigh replied that the township is required to repair headstones that have tipped beyond a certain degree as well as the foundations according to information from the MTA. Also, it is only the older headstones that are in need of repair. Newer foundations are made better and won’t likely tip to the degree where repairs are needed.

MOTION STATED:	Willshire – Motion to contract with Wickham Cemetery Care for removal of trees in Mt. Hope cemetery for a cost of \$3,700 and the repair of headstones for a cost of \$1,300 for a total of \$5,000.
MOTION SUPPORTED:	Jelsema
MOTION STATUS:	Approved with roll call vote. (7 Ayes, 0 Nays)

ROLL CALL VOTE:	Bremer:	Yes	Jelsema:	Yes
	Buckowing:	Yes	Rairigh:	Yes
	Campbell:	Yes	Willshire:	Yes
	DeMaagd:	Yes		

10. TREASURER’S REPORT: See updates below:

- A.** The last day to pay winter taxes before they are late is Monday, March 12. Extended office hours will be from 8 a.m. to 5 p.m. for residents that would like to pay taxes in person.
- B.** Buckowing was able to assist a homeowner who is in jeopardy of losing her home find resources available through other organizations. This assistance is a service to residents and a benefit to the township in stabilizing properties in the area.
- C.** Residents are able to pay taxes online via the website. There is a fee for processing the payments. These fees are paid to our vendor, Point & Pay. Buckowing was able to contact them and negotiate their fees from \$3.00 on e-checks to \$1.50 and from 3% on credit and debit card payments to 2.8%. The savings on fees go directly to residents and not to the township.

D. Treasurer needed to disperse tax revenue funds 1 month early versus transferring funds from investments making interest to cover expenses incurred for 303 -Emergency Services.

E. Question to EMS Committee members: Does the percentage between accounts 206(Fire) and 303(EMS) and Capital investments need to be changed? Currently (70%, 20% 10%)

11. EMERGENCY SERVICES REPORT:

A. Chief Eaton presented a proposal from TRANE for an updated HVAC system for the TTES building.

MOTION STATED:	Buckowing – Motion to approve the purchase of an update to the TTES HVAC system from TRANE for a cost of \$12,273.58 to be shred equally between fire and ambulance repair and maintenance/building and grounds general ledger accounts in the current year’s fiscal budget.
MOTION SUPPORTED:	Rairigh
MOTION STATUS:	Approved with roll call vote. (7 Ayes, 0 Nays)

ROLL CALL VOTE:	Bremer: Yes	Jelsema: Yes
	Buckowing: Yes	Rairigh: Yes
	Campbell: Yes	Willshire: Yes
	DeMaagd: Yes	

B. An Employment Agreement between Thornapple Township and Chief Eaton presented to the board for approval for FY 2020/2021.

MOTION STATED:	Willshire – Motion to approve the Employment Agreement between Thornapple Township and Chief Eaton for FY 2020/2021 with an annual salary of \$65,000.
MOTION SUPPORTED:	Buckowing
MOTION STATUS:	Approved with roll call vote. (7 Ayes, 0 Nays)

ROLL CALL VOTE:	Bremer: Yes	Jelsema: Yes
	Buckowing: Yes	Rairigh: Yes
	Campbell: Yes	Willshire: Yes
	DeMaagd: Yes	

C. Proposal of quote # 154555 from Ted Hartleb Agency for a VFIS insurance policy to cover TTES staff for an annual cost of \$4,184 presented to the board for approval.

Jelsema requested the board try to lock in this annual rate in a multi-year contract, not to exceed 5 years if the rates are lower. Willshire offered to email to request. DeMaagd requested annual payments, not paying for multiple years up front.

MOTION STATED:	Buckowing – Motion to amend the motion from a single year approval to a multi-year approval (not to exceed 5 years) for the cost of quote # 154555 from VFIS through Ted Hartleb Agency for an accident and sickness insurance policy that will cover all TTES staff at an annual cost of \$4,184 or less.
MOTION SUPPORTED:	Willshire
MOTION STATUS:	Approved with 7 voice votes.

MOTION STATED:	Buckowing – Motion to approve the cost of quote # 154555 from VFIS through Ted Hartleb Agency for an accident and sickness insurance policy that will cover all TTES staff at an annual cost of \$4,184 (or less) for multiple years not exceeding 5 years.
MOTION SUPPORTED:	Willshire
MOTION STATUS:	Approved with 7 voice votes.

ROLL CALL VOTE:	Bremer: Yes	Jelsema: Yes
	Buckowing: Yes	Rairigh: Yes
	Campbell: Yes	Willshire: Yes
	DeMaagd: Yes	

D. Summary

Engine 51 air bag sensor was on and Tech Master is scheduled to review. DJ from Tech Master also talked to Chief Eaton about the re-gen cycle within the truck. While DEF fuel is used in the truck, there is also a re-gen cycle which takes the truck to a high idle to flush/burn off build up in exhaust system. This cycle will effect the hose pressure will need to be overridden if hoses are being used when it goes into the re-gen cycle. This should be performed about once a month. Truck will be in shop for 2 days while being serviced.

E. Meeting Minutes of EMS Committee dated February 5, 2020 – Buckowing commented on point 2 Public concern about coverage area of ambulances. Buckowing received a call where a resident from a neighboring township asked about wanting coverage. The caller was directed to their township board. Chief will follow up with the Barry Central Dispatch. Hastings and Mercy ambulance are down a person. TTES is seeing more turn overs to us than previously. Yankee Springs Township was presented with data showing response times of ambulances between certain points of interest.

12. PLANNING AND ZONING REPORT:

A. Planning Commission Annual Activities Report – Getty introduced, on behalf of the planning commission, the annual report. Getty highlighted the zoning ordinance passed in 2019 concerning energy collectors, revisions to two current ordinances concerning RV parking and wood burning stoves, 95 permits were issued. There were 39 enforcement complaints and Brad Williams did a fantastic job in resolving these issues without needing to take any court action. Overall we continue to see growth both in the township and in the village of Middleville and surrounding townships.

Also, the Planning Commission formed a committee tasked with updates to the township Master Plan. Committee members were Sandra Rairigh, Linda Gasper and Catherine Getty. The updated Master Plan final draft will be presented to the Planning Commission in February, will go out to neighboring municipalities for 42 days and will likely be presented in April or May. The joint planning between the village and township resulted in several important updates, development guide and joint planning area reduced by half in terms of land area, established a realistic future land use map, and had over 50 people come to the open house for resident comment on the Master Plan.

There is a zoning board proposed amendment to allow events at barns and greenhouses if owners apply for a special use permit. The public hearing is scheduled for Monday, February 24 at the Planning Commission meeting.

13. UNFINISHED BUSINESS:

- A.** Revision of Resolution No. 08-2017 Bremer asked Jelsema if he would like to present anything further at this time. Jelsema replied not at this time. Bremer stated he would wait until Jelsema is ready to bring it back. Buckowing reported she had broken part 4 of the current resolution. She explained that by waiting to sign contract for board approval would have meant further cost to residents in the meantime. Also, Buckowing did discuss the contract with a trustee and two other board officials prior to signing the contract.
- B.** Ratify action by Buckowing to sign contract on behalf of Thornapple Township with Point & Pay to lower fees on electronic payments of taxes.

MOTION STATED:	Rairigh – Motion to approve the recently signed Point & Pay contract to lower fees for electronic payments by residents. Also, to ratify the action by Buckowing on this occasion which applies to signing contracts without board approval.
MOTION SUPPORTED:	Willshire
MOTION STATUS:	Approved with 7 voice votes.

14. NEW BUSINESS:

- A.** Getty presented proposal by Williams & Works on the update to the Parks and Recreation 5-year plan. Getty confirmed the school board and the village of Middleville had also approved their one-third of the cost.

MOTION STATED:	Buckowing – Motion to approve the cost of 5-year Parks and Recreation Plan update/renewal through Williams & Works at a total cost of \$5,750. The Township 1/3 responsibility being \$1,916.67.
MOTION SUPPORTED:	Rairigh
MOTION STATUS:	Approved with roll call vote. (7 Ayes, 0 Nays)

ROLL CALL VOTE:	Bremer:	Yes	Jelsema:	Yes
	Buckowing:	Yes	Rairigh:	Yes
	Campbell:	Yes	Willshire:	Yes
	DeMaagd:	Yes		

B. 2019 T.A.R.P.C. Annual Report

The school appointed a replacement for Athletic Director, Amanda Jonker tonight. Brian Hammer is the TK Athletic Director and also a newly appointed TAPRC board member. It has been a few years since TK schools have had an athletic director and he is a welcome addition. We continue to offer baseball and softball leagues, but field space continues to be an issue. The schools have allowed TAPRC to use their fields. Flag football is being offered but it may be the last year. Currently it falls under the umbrella of the Middleville Youth Football Program. The TK Athletic Director, varsity and junior varsity football coaches see the advantages of kids playing flag football up to 7th or 8th grade. There are at least 80 or more volunteers involved with the parks and recreation program. Jerod Nichols was selected for the 2019 TAPRC coach of the year award. More young runners participated in the 5K and 10K runs held in 2019, likely due to more running clubs being encouraged in the schools than ever before. The used equipment sale is coming up in March 7 from 9 a.m. to 3 p.m. with an early bird entry at 8 a.m. for a \$5.00 fee. Donation bins are set up around the village and any sports equipment can be donated. Donations can be brought in up to March 7. There will likely be 150 kids and coaches in training in the building on that day as well.

15. COMMITTEE REPORTS:

- A. Administration (Bremer, Buckowing, Willshire)
- B. Cemetery (Willshire, DeMaagd, Rairigh)
- C. Elections (Willshire, Buckowing, Bremer) – 364 ballots issued, 149 returned so far for March 10 election. Committee will meet soon to approve a list of election workers.
- D. Emergency Services (Demaagd, Bremer, Rairigh)
- E. Finance (Buckowing, Willshire, DeMaagd)
- F. Parks and Recreation Representative (Bremer) Youth baseball and softball sign-ups are going on now.
- G. Personnel – Compensation (Willshire, Campbell, Bremer)
- H. Property and Public Utilities (Jelsema, DeMaagd, Campbell) – The painting turned out well and Carlos plans to be back in the spring to finish the door
- I. Roads and Highways (Campbell, DeMaagd, Jelsema) Waiting on information from Brad before the next committee meeting.

16. SECOND PUBLIC COMMENT PERIOD: Commissioner Parker asked for an update on the traffic light on Main St. Bremer stated it would be completed sometime in 2020.

17. POLL OF MEMBERS:

- Jake Jelsema (Trustee)** – None
- Sandy Rairigh (Trustee)** – None
- Ross DeMaagd (Trustee)** – None

Curt Campbell (Trustee) – Do we need the February 19 meeting for Budget? Buckowing will follow up with Dan about budget. Tentatively the budget meeting is still on. Also, Campbell commented he will miss the March 16 board meeting as he will be out of town.

Deb Buckowing (Treasurer) None

Cindy Willshire (Clerk) – None

Mike Bremer (Supervisor) – Hastings high school ad, “The Little Mermaid” Would the township like to place an Ad? Jelsema, through the chamber of commerce we already have given support. Rotary Spaghetti Dinner is Friday, February 14 and following are both a boys’ and girls’ varsity games.

18. ADJOURNMENT:

TIME: 9:02 P.M.

MOTION STATED:	Buckowing – Move to adjourn
MOTION SUPPORTED:	Willshire
MOTION STATUS:	Approved with 7 yes voice votes.

Amy Brown, Recording Secretary

Approved ____/2020__