

# 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**  
**Held at the TTES Building**  
**128 High St. Middleville, MI 49333**  
**November 9, 2020**

**1. INVOCATION**

**TIME: 7:00 P.M.**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

<b>ROLL CALL:</b>	Bremer: Buckowing: Campbell: DeMaagd:	Present Present Present Present	Jelsema: Rairigh: Willshire:	Present Present Present
<b>OTHERS PRESENT:</b>	Eric Schaefer, Bryan Finkbeiner, Kim Selleck, Nichole Lyke, Chief Randy Eaton, and Amy Brown, Dan Parker (via telephone) and Catherine Getty arrived approximately 30 minutes after the start of the meeting coming from the TK school board meeting.			

**4. APPROVAL OF PRINTED AGENDA:**

<b>MOTION STATED:</b>	Campbell – Motion to approve the agenda as printed.
<b>MOTION SUPPORTED:</b>	Willshire
<b>MOTION STATUS:</b>	Motion approved with 7 yes voice votes, 0 no votes.

**5. APPROVAL OF CONSENT AGENDA:**

<b>MOTION STATED:</b>	Buckowing – Motion to approve the consent agenda as printed.
<b>MOTION SUPPORTED:</b>	Campbell
<b>MOTION STATUS:</b>	Motion approved with 7 yes voice votes, 0 no votes.

**6. FIRST PUBLIC COMMENT:** None.

**7. COUNTY REPORT:**

<b>County Commissioner Dan Parker:</b>	First, the Barry County Board of Commissioners approved the expenditure of \$5,000.00 to review and update the Drain Commissioner’s processes and procedures to support Jim Dull’s efforts throughout the county. Second, Parker said he will not be able to attend tomorrow’s meeting as he is quarantined but they will want to discuss moving forward on updating/building a new county jail. It costs about \$70,000 to design and lay out a plan for voters which is why they had not been able to give more details as they were trying to save taxpayers’ money. Third, Parker thanked all the clerks and election workers across the
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	county for their efforts with the presidential election and felt it went well for the county.
<b>Board Response:</b>	Jelsema asked how Thornapple Township voted on the Jail mileage? Willshire stated the exact count was listed in the press, but it had not been approved by voters.

**8. RESERVED TIME:** Nichole Lyke – DDA Annual Report

Lyke stated the annual report was written to inform the public as to the goals and purpose of the DDA. While 2020 presented many challenges, it also provided many opportunities. Some of the goals accomplished were: to update the branding of the DDA, launch their website, roll out a revamp of the partnership program, move from their old office space into the new mixed coworker studio, thereby enabling Left Field Café to expand, relaunch the Middleville Market, completed work on the amphitheater and the public restrooms in the park, partner with TK Schools and the Wellhead Protection Committee on the Chair Project. Some of the projects for next year include: Code marketing, continued rebranding to the entire village, upgrades to the park (cement pad for ADA access and restoration of the train depot.) Some of the community events the DDA hopes to have: a youth expo, business owners networking meetings, expansion of the partnership program, a parcel TIFF map available online.

Bremer asked for a clarification on the partnership program. Lyke explained that currently the DDA approaches donors several times throughout the year regarding each specific event. The new program would streamline the process of giving so that contact would happen once a year but cover all the events that occur in that year.

**9. PUBLIC HEARING:** Close regular board meeting and open public hearing at **7:18 P.M.**

Thornapple Area Parks and Recreation Commission’s Recreation Plan 2021-2025

Supervisor Bremer summarized the process and purpose of the 5-year plan and asked the public for questions, comments, or concerns. None were received.

Close the public hearing and re-open the regular board meeting at **7:20 P.M.**

**10. CLERK’S REPORT:** None.

**11. TREASURER’S REPORT:** None.

**12. PLANNING AND ZONING REPORT:** None.

**13. EMERGENCY SERVICES REPORT:**

- A. Motion to approve purchase of 6 new winter coats. Eaton stated it had been about 5 years since any new winter coats had been purchased. Also, the coats are not exactly what they had hoped. They will continue to shop for some lighter weight winter coats. They also haven’t determined the sizes needed yet

either. Willshire asked if the cost would be a 50/50 split between fire and ambulance? Eaton replied 4 coats would be a 50/50 split and 2 coats would be ambulance only. Jelsema asked which general ledger account would the funds come from? Willshire stated it would be 206-000-768.000 and 303-000-768.000.

<b>MOTION STATED:</b>	DeMaagd - Motion to approve purchase of 6 new winter coats not to exceed a cost of \$1,500.00.
<b>MOTION SUPPORTED:</b>	Buckowing
<b>MOTION STATUS:</b>	Approved by roll call. 7 yes and 0 nos.

<b>ROLL CALL VOTE:</b>	Bremer: Yes	Jelsema: Yes
	Buckowing: Yes	Rairigh: Yes
	Campbell: Yes	Willshire: Yes
	DeMaagd: Yes	

**B.** Motion to approve purchase of 3 new sets of turn-out gear. Eaton stated they had been following a plan to purchase more turn-out gear every couple of years. After this year, he believes they could take a year or two off. Eaton stated the price has remained relatively the same. Unfortunately, he has not received a quote yet with a breakdown in the cost of each item in a complete set. The salesperson he is working with had a death in the family. Willshire stated that the general ledger account used in the past has been 206-000-768.000. Buckowing and Bremer both said the budget would be tight on this purchase.

<b>MOTION STATED:</b>	Willshire - Motion to approve purchase of 3 new sets of turn-out gear not to exceed cost of \$10,000.
<b>MOTION SUPPORTED:</b>	Rairigh
<b>MOTION STATUS:</b>	Approved by roll call. 7 yes and 0 nos.

<b>ROLL CALL VOTE:</b>	Bremer: Yes	Jelsema: Yes
	Buckowing: Yes	Rairigh: Yes
	Campbell: Yes	Willshire: Yes
	DeMaagd: Yes	

**C.** Summary – Chief Eaton said there has been an increase in structure fires reported by both Caledonia and Wayland Fire Departments. Eaton urges everyone to check their smoke detectors and to use caution when dealing with potential actions that could cause a fire. Bremer and Buckowing requested that Denise, the office administrator place a reminder on the website and Facebook page to remind residents to check their smoke detectors. Bremer asked about the program TTES has. Eaton stated that through Barry County, the United Way and TTES there is a partnership of purchasing smoke detectors and CO detectors and installing new devices for residents who request this service. Eaton said he will check on the status due to current Covid restrictions as to whether they are still performing this service. Rairigh requested a change to the EMS Committee Meeting Minutes to reflect the following change. As TTES

renews the maintenance agreement on the Stryker monitors, any remaining balance will be refunded to the department.

**14. UNFINISHED BUSINESS:**

**A. Duncan Lake Sewer Feasibility Study proposal**

Bremer stated the current system is nearing capacity and a study was needed to find out what options there are. Most likely, they will either make the current system more efficient or to expand the system. Jelsema stated if the system did need to be expanded then the next likely step would be to apply for a government loan or mixed grant type loan option so that the cost would be paid over a longer period of time. Rairigh asked about the sustainability of the current system. Finkbeiner, the lagoon operator, stated the state requires the system to be reviewed once it reaches 80% capacity and that the system is 30 years old and has only had maintenance done but no upgrades had been performed. The possibility of upgrades rather than expansion exists, but the feasibility study would be needed to determine if so.

<b>MOTION STATED:</b>	Campbell - Motion to approve Progressive’s AE feasibility study proposal as presented.
<b>MOTION SUPPORTED:</b>	Jelsema
<b>MOTION STATUS:</b>	Approved by roll call. 7 yes, 0 no’s.

<b>ROLL CALL VOTE:</b>	Bremer:	Yes	Jelsema:	Yes
	Buckowing:	Yes	Rairigh:	Yes
	Campbell:	Yes	Willshire:	Yes
	DeMaagd:	Yes		

**B. Resolution 15-2020 Duncan Lake Sewer Hook-up rate change**

Buckowing asked how the new fees were determined. Jelsema stated that an accountant that works for one of the residents on the DLSA board reviewed the inflation rates and determined the rate increases. Buckowing asked if the DLSA had considered contacting Baker & Tilly by the recommendation of the township auditor to try and determine the actual expense of the system and base the rate change on that? Bremer stated it is not only about hook-up fees but also about assessments. Those were determined long ago, and a study could potentially show the costs to be much higher. Campbell stated the accountant based their fees on inflation of construction but could have just as easily based them on the consumer price index. He feels this is a much-needed start and that the fees can be adjusted in the future as needed. Finkbeiner asked if the feasibility study would possibly help determine the costs of the hook-up fee changes? Also, stated that the costs of wastewater within the village is much higher in comparison when considering all the different kinds of fees and the building of new plats within the village currently. DeMaagd asked if the increase was

mainly being put on new owners. Bremer said yes, much of the costs are, but not all. DeMaagd wondered how much an expansion could cost. Bremer said the study would give information about this, but it could maybe be a quarter million. DeMaagd said if so, who would be paying the up-front costs? Campbell replied they do have some money saved in the budget for any possible future needs of upgrade or expansion. Buckowing wondered if there were any residents with outstanding building permits that would be in the process of hooking up that the fee increase would impact. Getty stated not currently, however, in the next year she could potentially be looking at a half dozen. Getty suggested informing those who currently have vacant lots. Rairigh, Willshire and DeMaagd wondered about the difference in the application date and the actual hook-up date and how the fee change would impact the owner during the process. Willshire wondered how many lots are left that might potentially hook into the system. Getty stated 22. However, homes are also being built larger and remodels or additions are also possible. Bremer asked if the board thinks they should wait for the study and then set the rate or set the rate and then do the study? Buckowing asked when the study could be completed by? Bremer reviewed the proposal and figured it could be mid-February.

<b>MOTION STATED:</b>	Jelsema - Motion to approve Resolution 15-2020, Duncan Lake Sewer Authority Hook-Up Rate change effective as of 11-09-2020.
<b>MOTION SUPPORTED:</b>	Campbell
<b>MOTION STATUS:</b>	Resolution 15-2020 adopted by roll call. 5 yes, 2 no's.

<b>ROLL CALL VOTE:</b>	Bremer:	No	Jelsema:	Yes
	Buckowing:	No	Rairigh:	Yes
	Campbell:	Yes	Willshire:	Yes
	DeMaagd:	Yes		

- C. Broadband/Internet Update – MCI from Delton, MI has received a 7-million-dollar grant to expand fiber optic internet service in Barry County. Kim Selleck (a township trustee elect) also mentioned that Great Lakes Energy will also be contacting its current customers to possibly offer them fiber optic internet services within Barry County.
- D. Proposed Salary/Benefit Adjustments for 2021/2022 fiscal year – Bremer stated that he had received the information and automatically added it to the board packet. However, he subsequently realized that this item should first be submitted to the Personnel Committee for review. He suggests they do so and can bring it to the next budget meeting for discussion. DeMaagd wondered if it needed to be addressed prior to the start of the next elected official term. Bremer stated that only a reduction in pay would need to be approved prior to the term. A freeze did not meet the same requirement.
- E. Budget Meeting scheduled for Wednesday, November 18, at 7:30 a.m.
- F. Ordinance Update – Jelsema feels they are very close to wrapping this up but was waiting until after the election for the clerk to review. Willshire stated she will email the group soon regarding a meeting.

**G. Resolution 16-2020 Adoption of the TAPRC 5-year Recreation Plan**

Getty stated that it is the 20<sup>th</sup> anniversary of TAPRC. Since being established in 2000, there have been three updates previously. They occurred in 2006, 2012, 2016 and 2020. Due to the pandemic this year no public input meetings were held. However, they did receive 110 responses to a questionnaire. 97% of respondents rated walkability as very important in the community and felt more could be done to encourage pedestrians. There are several goals set for the upcoming five years which include a new recreation complex, a dog park, pickle ball courts, a pool update (now that TK Schools mileage passed this May,) trails and connection/entry points to the trails, maintaining and updating parks so they are ADA compliant with modern restrooms and water play activities, river themed parks. The 5-year plan is a road map as to where the community is headed. Getty appreciates and supports all the entities that have partnered with TAPRC over the years. However, Getty believes it is time for her to step down as program director. She hopes to continue to be involved in TAPRC and see it grow and support the community. Bremer thanked Getty for the heart and soul she has put into TAPRC over the years. TAPRC will be interviewing candidates for program director in December and hopes to have someone in place starting in January. Getty will likely continue as a board member trustee to replace Jared Nichols who is stepping down.

<b>MOTION STATED:</b>	Rairigh - Motion to approve Resolution 16-2020, Adoption of the TAPRC 5-year Recreation Plan.
<b>MOTION SUPPORTED:</b>	Jelsema
<b>MOTION STATUS:</b>	Resolution 16-2020 adopted by roll call. 7 yes, 0 no's.

<b>ROLL CALL VOTE:</b>	Bremer:	Yes	Jelsema:	Yes
	Buckowing:	Yes	Rairigh:	Yes
	Campbell:	Yes	Willshire:	Yes
	DeMaagd:	Yes		

**15. NEW BUSINESS:**

**A.** Employee insurance deductible assistance – Bremer asked the board to consider a new policy which would provide an employee who is driving for work purposes and is involved in an auto accident to receive \$500.00 toward meeting the deductible of the driver’s policy. Bremer explained that the driver is not covered under the township’s insurance policy but rather by their personal auto insurance coverage in the event of an accident. Bremer stated that this is a rare occurrence but feels having this policy is important to consider. Buckowing confirmed it had only happened once in her time with the township. Chief Eaton added that it would likely be much less expensive than looking at adding additional coverage to the township’s policy. Chief stated that emergency services vehicles are covered under the current policy. The board agreed that Bremer should work on establishing this policy. State law requires the insurance to follow the car. However, elected officials are handled differently. Getty stated that the

code enforcement officer drives the most miles of any employee of the township and the new policy would be good idea.

- B.** Appointments/Oath of Office: Planning Commission (3-year terms) Craig Wandrie, Bryan Finkbeiner and Sandy Rairigh; Board of Review (2-year terms) Vance Hoskins, Steve Baldry, Eric Schaefer and Marty Wenger; Ordinance Enforcement Officer – Brad Williams; Zoning Administrator – Catherine Getty.

Willshire stated that all those needing to take an oath should stop into the office to do so between now and November 18.

<b>MOTION STATED:</b>	Jelsema - Motion to approve appointment of Vance Hoskins, Steve Baldry, Eric Schaefer, and Marty Wenger to the Board of Review for a 2-year term.
<b>MOTION SUPPORTED:</b>	Rairigh
<b>MOTION STATUS:</b>	Approved with 7 yes voice votes.

- C.** Getty appointment to TAPRC -

<b>MOTION STATED:</b>	Jelsema - Motion to approve appointment of Catherine Getty as TAPRC commissioner contingent on hiring a new TAPRC director.
<b>MOTION SUPPORTED:</b>	Buckowing
<b>MOTION STATUS:</b>	Approved with 7 yes voice votes.

- D.** Township Supervisor transition – Bremer stated that he would like to stay on as interim supervisor until Parker can start his term in January. However, it is widely known that Bremer will be moving to Irving Township soon and therefore is not eligible. However, Bremer could be employed by the township and would continue many of the tasks and duties that are allowable for him to perform in the 6-week interim. DeMaagd wondered what Bremer’s pay would be, if he would still be offered health insurance coverage, what his title would be and who he would report to. Bremer suggested his salary remain as it has been, that he would not take the health insurance coverage, nor the VOYA savings plan, he could be called the township manager, and he would report to the board itself for oversight.

<b>MOTION STATED:</b>	DeMaagd - Motion to approve hiring of Michael Bremer as a Thornapple Township employee starting on 11/20/2020 at 12:01 am until 12/31/2020 at 12:01 am.
<b>MOTION SUPPORTED:</b>	Rairigh
<b>MOTION STATUS:</b>	Approved with 6 yes voice votes and 1 abstained (Bremer.)

**16. COMMITTEE REPORTS:**

- A.** Administration (Bremer, Buckowing, Willshire) Bremer stated that Buckowing has been working on their COVID preparedness plan/policy. Jelsema suggested that many of the governor’s executive orders

may be reinstated in January under the new Michigan Supreme Court. Jelsema also suggested that the insurance companies may have some boiler plate plans for office workers available to help write the plan.

**B. Cemetery (Willshire, DeMaagd, Rairigh)** – Currently nothing new, but a meeting would be held soon.

**C. Elections (Willshire, Buckowing, Bremer)** – Willshire gave a big thank you to everyone who pitched in to help with the elections and make it a success. Also thanked Chief Eaton, Buckowing, Denise Piering, Laura Bouchard, Amy Brown and ALL election workers and volunteers for all their efforts. Buckowing also appreciated seeing how the staff worked so well together to help residents with their election questions and needs.

**D. Emergency Services (DeMaagd, Bremer, Rairigh)** – Staff was asking about when they would receive their hazard pay from the Covid shut down time? Bremer stated it might be December, but it would not be until they had received the funds first.

**E. Finance (Buckowing, Willshire, DeMaagd)** – Buckowing thanked Amy Brown for her efforts to resolve an issue with the transition of an ATT internet account.

**F. Parks and Recreation Representative (Bremer)** – They will have a meeting tomorrow.

**G. Personnel – Compensation (Willshire, Campbell, Bremer)** – Will schedule a meeting to discuss item submitted to board packet.

**H. Property and Public Utilities (Jelsema, DeMaagd, Campbell)** – Jelsema asked if the new server is working ok. Bremer said yes, but there are still some remote access issues. Buckowing asked that the committee work with chief Eaton on upcoming needs for the TTES building so that it can be included in the upcoming budget plan. Chief Eaton stated that they should look at resealing the parking lot.

**I. Roads and Highways (Campbell, DeMaagd, Jelsema)** Nothing new for now.

**17. SECOND PUBLIC COMMENT PERIOD:** None.

**18. POLL OF MEMBERS:**

**Jake Jelsema (Trustee)** – This is my last regular board meeting. Congratulations to Kim Selleck who will be replacing me. Thank you to all the staff past and present and the board members.

**Sandy Rairigh (Trustee)** – Hoping to be able to contact Jelsema as a consultant should the need arise. Thanked Jelsema for his service. Also, thanked Bremer for his service. Bremer appreciated Jelsema's insights from working with the State's legislature.

**Ross DeMaagd (Trustee)** – Also thanked Jelsema and Bremer for their service.



**Curt Campbell (Trustee)** – Also thanked Jelsema and Bremer for their service.

**Deb Buckowing (Treasurer)** – Also thanked Jelsema and Bremer for their service.

**Cindy Willshire (Clerk)** – Also thanked Jelsema and Bremer for their service.

**Mike Bremer (Supervisor)** – Thanked Jelsema for his service.

**18. ADJOURNMENT:**

**TIME: 9:25 P.M.**

<b>MOTION STATED:</b>	Buckowing – Move to adjourn
<b>MOTION SUPPORTED:</b>	Campbell
<b>MOTION STATUS:</b>	Approved with 7 yes voice votes.

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Amy Brown, Recording Secretary

Approved\_\_\_\_\_/2020\_\_