

THORNAPPLE TOWNSHIP BOARD

Regular Meeting, Monday, November 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, Sandy Rairigh, and Cindy Willshire. Also present: Chief Randy Eaton, Sarah DeYoung, Karen DeYoung, Jim Wickham, Josh Wickham, Ian Watson, Eric Schaefer, Stephanie Skidmore, and Dan Parker.
3. **MOTION** by Campbell, support by Rairigh to approve the Printed Agenda as Printed. **MOTION APPROVED** with 7 yes voice votes.
4. **MOTION** by Rairigh, support by Buckowing to approve the Consent Agenda as Amended with the removal of the Zoning Administrator Report. **MOTION APPROVED** with 7 yes voice votes.

First Public Comment

5. None.

County Report

6. Commissioner Parker reported on the activities of the Barry County Commissioners, including but not limited to, the status of the Jail and Commission on Aging Buildings and an ad hoc committee was formed to review whether Barry County should have its own health department. In addition, Parker thanked the Thornapple Township residents for voting for him for County Commissioner.

Reserved Time

7. Since Keith Murphy was not able to attend the meeting, Supervisor Bremer provided a brief overview of the 2019 United Way Campaign and distributed the Contribution Form to employees and board members that were present at the meeting.

Discussion/Payment of Current Bills

8. **MOTION** by Willshire, support by Campbell to pay current bills totaling \$77,372.75. 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. Buckowing provided an overview of the proposed Thornapple Township Investment and Depository Designation Resolution and asked for the Michigan CLASS Investment Pool to be added to the financial institutions listed within the proposed resolution so the Township can pursue other opportunities to invest monies in a protected manner. **MOTION** by Campbell, support by DeMaagd to add Michigan CLASS Investment Pool to the list of financial institutions as depositors of township funds. **MOTION APPROVED** with 7 yes voice votes. **MOTION** by Campbell, support by Rairigh to

adopt Resolution 10-2018: Thornapple Township Investment and Depository Designation Resolution as amended. **MOTION APPROVED** with 7 yes voice votes.

Emergency Services Report

11. Motion to accept the bid from Stryker Physio in the amount of \$23,270.00 for a 4-year contract to perform preventive maintenance/recondition: two (2) LUCAS units; two (2) Life Pack 15 units; and one (1) AED monitoring unit. Eaton spoke with Stryker Physio and the contract can be paid over four years rather than in one lump sum amount. In addition, Eaton stated that if the Township replaced these items, the costs would be: Life Pack Unit - \$30,000.00 to \$35,000.00 each; LUCAS unit - \$20,000.00 each. Buckowing wanted to verify that this contract would not be considered an installment loan and asked Eaton to double check with Stryker Physio. Bremer stated that the Township previously engaged in a similar contract with Stryker Physio, but it had lapsed during the Fire Chief transition. **MOTION** by Buckowing, support by Willshire to accept the bid from Stryker Physio in the amount of \$23,270.00 for a 4-year contract to perform preventive maintenance/recondition: two (2) LUCAS units; two (2) Life Pack 15 units; and one (1) AED monitoring unit. Roll call vote: Bremer, yes; Willshire, yes; Buckowing, yes; Jelsema, yes; DeMaagd, yes; Campbell, yes; Rairigh, yes. **MOTION CARRIED**.
12. Motion to approve the required pre-hire screenings for part-time paramedic applicant Dana Yarger and EMT applicant Mindi Klingensmith. **MOTION** by Buckowing, support by Campbell to approve the required pre-hire screenings for Dana Yarger and Mindi Klingensmith pending a successful interview with the TTES officers. **MOTION APPROVED** with 7 yes voice votes.

Planning and Zoning Report

13. Zoning Administrator's Report: Bremer distributed the Zoning Administrator's Report and indicated that there are 32 new dwellings in the Township this year.
14. JPA Update: Bremer provided an update of the status of the JPA, including the involvement of Williams & Works, and stated that the next meeting will be scheduled for early to mid-December 2018.

Unfinished Business

15. Strategic Planning – Ad-hoc committee for Goal 3: Parks and Rec. and Goal 5: Board Procedures and Best Practices for Meetings. Bremer stated he reached out to landowners adjacent to the Thornapple River to determine whether any land acquisition is possible for a township park/canoe launch and had positive conversations with these landowners. Bremer read the Vision that was developed as part of Strategic Planning that is included on the Board Meeting agenda. Buckowing made the recommendation to provide the handouts to the board members that were distributed at the recent MTA On The Road Conference.
16. Health Insurance Stipend to be increased from \$630.00 to \$670.00 per month effective December 1, 2018. The increase is a reflection of the cost increase of a single coverage premium. **MOTION** by Buckowing, support by Campbell to approve increasing the health insurance stipend for eligible employees/elected officials from \$630.00 to \$670.00 per month effective December 1, 2018. **MOTION APPROVED** with 7 yes voice votes.

New Business

17. Budget amendments: Willshire provided an overview of the proposed Budget amendments.

Amendments include:

- a. 101-191-702.000 decrease of \$700.00
- b. 101-191-740.000 increase of \$1,400.00
- c. 101-191-905.000 decrease of \$700.00
- d. 101-265-930.000 increase of \$200.00
- e. 101-265-920.000 decrease of \$200.00
- f. **MOTION** by Willshire, support by Rairigh to approve the presented budget amendments.
Roll call vote: Bremer, yes; Willshire, yes; Buckowing, yes; Jelsema, yes; DeMaagd, yes; Campbell, yes; Rairigh, yes. **MOTION CARRIED.**

18. United Way Campaign: Discussed during Reserved Time.

19. Cell Phone Stipend: Discussion centered on whether an employee could receive a cell phone stipend in lieu of receiving a township provided cellular phone. Jelsema stated that there might be FOIA issues with using personal cellphones for work related e-mails and text messages. This issue will be reviewed once the Verizon Contract expires in January 2018.

20. Cemetery Sexton Quotes: Willshire stated that two quotes were received for Sexton services at Mt. Hope Cemetery and Parmalee Cemetery from two well respected companies. These companies are NTA Property Management LLC. and Wickham Cemetery Care. Campbell stated that both proposals were well written. Bremer inquired what were the differences between the companies. Willshire stated that NTA Property Management, LLC. would charge per event and could be possibly cheaper throughout the year. Rairigh stated that Opening/Closing Charges and Foundation Charges would be a pass through from the customer to the Sexton. Campbell inquired what is the criteria for an "Event" and who is making the determination of when to mow/plow. Buckowing stated that if a company mowed or plowed when it was not necessary then its reputation would be diminished. Josh Wickham and Jim Wickham provided an overview of their mowing cycles and that trash removal would be included in their proposed monthly costs. Rairigh asked Wickham Cemetery Care how many employees they employ. Josh Wickham stated that they employ five individuals. Josh Wickham stated that he has 17 years in the cemetery business while Jim Wickham has over 50 years in the cemetery business and are responsible for over 30 cemeteries. Jelsema inquired when the current Sexton's contract expires. Willshire stated that the current Sexton's contract expires December 15, 2018. Jelsema stated that these quotes and a vote on a Sexton can be made at the Budget Meeting on November 20, 2018 at 9:30 a.m. at the Township Hall. Board agreed to postpone the Sexton decision until the November 20, 2018 Budget Meeting.

21. 2018/19 snow removal: Bremer stated that he received two quotes for snow removal at the Township Hall and the TTES Building. After reviewing the quotes, one quote was a lot higher than the other quote. Due to the price discrepancy, Bremer suggested accepting the lower quote by NTA Property Management LLC. NTA's Quote included:

- a. Township Hall:
 - i. snow removal was \$25.00 per event
 - ii. salting at \$25.00 per event
- b. TTES Building:
 - i. snow removal was \$40.00 per event
 - ii. salting at \$50.00 per event

- c. **MOTION** by Bremer, support by Rairigh to accept NTA Property Management LLC's quote for snow removal at the Township Hall and TTES Building for the 2018/2019 Season.
MOTION APPROVED with 7 yes voice votes.

Committee Reports

22. Administration: No official meeting has taken place in the past 30 days; however, the carpets have been cleaned at the Township Hall and the Emergency Services Building.
23. Cemetery: Willshire stated the water lines and 12 trees have been installed in the new section of the cemetery.
24. Elections: Willshire stated that at the November 6, 2018 election, 3805 votes were cast while the three precincts saw a 60% voter turnout.
25. Emergency Services: No further updates.
26. Finance: No further updates.
27. Parks and Recreation Representative: Bremer provided the following updates: 1) Registration fees may be going up by \$5.00.; 2) TAPRC will no longer be sponsoring the Heritage Day 5k run but will explore other methods of fundraising; 3) TAPRC will be looking to add Adult Recreation Program; 4) a new Flag Football field has been installed at Lee Elementary; and 5) Tom Ackerman has resigned from TAPRC.
28. Personnel – Compensation: Discussion centered on changes to the TTES personnel pay schedule. Jelsema asked that this matter be discussed at the November 20th Budget Meeting and information be created/distributed that would show how potential changes to the pay schedule would impact the budget and particular general ledger accounts.
29. Property, Public Utilities: Jelsema stated that a committee meeting will be held on November 20, 2018 from 8:30 – 9:30 a.m. at the Township Hall.
30. Roads and Highways: Jelsema stated that a committee meeting will be held on November 20, 2018 from 8:00 - 8:30 a.m. at the Township Hall.

SECOND PUBLIC COMMENT PERIOD

Jim Wickham inquired as to the current EMT/Paramedic Pay Rates.

POLL OF MEMBERS:

Jake Jelsema, Trustee: None.

Sandra Rairigh, Trustee: None.

Curt Campbell, Trustee: Campbell stated that he spoke with a number of Noffke residents who were concerned regarding the deteriorating conditions of the road. The residents feel that they pay plenty of taxes and are upset that other roads are being improved while Noffke Drive does not get repaired. Campbell wants to see how Noffke Drive rates in comparison to other roads for improvements. He is going to talk to the Road Commission regarding this matter. In addition, Campbell would like the Township to reconsider reopening the board room for use by 501(3)(c) groups. Buckowing explained the rationale

behind discontinuing this practice and stated that the process to reserve the Board Room will be revisited and revised in the near future.

Ross DeMaagd, Trustee: None.

Deb Buckowing, Treasurer: None.

Cindy Willshire, Clerk: Willshire reminded the Board that the Secant 1-year contract expires in May 2019 and the Township will need to give proper cancellation notice if its determine the Township would like to utilize a different information technology vendor.

Mike Bremer, Supervisor: Bremer stated that the Township will be participating in the Barry County Home Show in January 2019. In addition, Bremer reported that S. Williams was able to contact AT&T to reduce the Township Hall's phone/internet monthly invoice by \$150.00. In addition, Bremer will be bringing a proposed ordinance to the December 2018 Board Meeting to opt out of Marihuana businesses within Thornapple Township. Within the two Township precincts, Bremer stated that the majority of its residents voted against legalizing recreational marihuana.

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

Adjournment of meeting by Supervisor at 8:50 p.m.

Stephanie L. Skidmore, Recording Secretary

Approved 12/10/2018