

THORNAPPLE TOWNSHIP BOARD

Regular Meeting, Monday, February 11, 2019

1. The meeting was called to order by Trustee Jelsema at 7:02 p.m. at the Township Hall, followed by the Invocation and Pledge of Allegiance to the Flag by those present.
2. Present: Deb Buckowing, Curt Campbell, Ross DeMaagd, Jake Jelsema, Sandy Rairigh, and Cindy Willshire. Absent: Mike Bremer (excused). Also present: Janie Bergeron, Chief Randy Eaton, Catherine Getty, Captain Chad Klutman, Dan Parker, Eric Schaefer, Stephanie Skidmore, and Ian Watson.
3. **MOTION** by Buckowing, support by Campbell to approve the Printed Agenda as Amended with renumbering 7. Reserved time and 8. County Report and the addition of 9b. Possible Changes to the Budget. **MOTION APPROVED** with 6 yes voice votes.
4. **MOTION** by Willshire, support by Buckowing to approve the Consent Agenda as Printed. **MOTION APPROVED** with 6 yes voice votes.

First Public Comment

5. None.

Reserved Time

6. Janie Bergeron of Green Gables informed the Board that since October 2008 the organization has helped 59 individuals from the Thornapple Township area. Green Gables does not receive state funding, however, relies on fundraisers, individual donations, United Way contributions, City of Hastings contributions and a Victims' Rights Grant to provide the bulk of its funding. In addition, certain Townships do provide funds. Bergeron stated that there are no waiting lists for assistance from Green Gables. Individuals will need to keep contacting the organization until space becomes available for assistance. However, even if an individual needs to keep contacting the organization for available bed space, the individual can still receive services through a social worker or receive a referral to another organization. Ms. Bergeron stated that she will include Thornapple Township on her calendar to visit with the Board once a year in hopes of receiving contributions and provide organization updates.

County Report

7. Commissioner Parker informed the Board members that Heather Wing is the new Chairperson of the Board of Commissioners while Vivian Connor is the Vice Chairperson. In addition, the Parks and Recreation Board is adding Cindy Vujea as a board member. The Commissioners are still reviewing the structure of the Health Department and Parker will contact the Barry County Sheriff's Department to provide police activity reports to the Thornapple Township Board.

Discussion/Payment of Current Bills

8. **MOTION** by Buckowing, support by Willshire to pay current bills totaling \$87,198.66. Roll call vote: Bremer, absent; Willshire, yes; Buckowing, yes; Jelsema, yes; DeMaagd, yes; Campbell, yes; Rairigh, yes. **MOTION CARRIED.**

9. Possible Changes to the Budget: Buckowing presented a handout entitled "NOTES for Board Meeting" that she developed. See attached document. Buckowing stated that due to a competing employment offer from another Township, a proposal of increasing the general ledger number 101-400-702.600 from \$5,500.00 to \$7,000.00 to provide the enforcement officer a raise to bring his Township pay in line with neighboring Townships. The Planning and Zoning Department is overwhelmed, and the loss of the employee would be detrimental to the operation of that department. In addition, Buckowing stated that she would like to recommend an increase to the Clerk's salary to reflect On-Call Services for cemetery calls/services since the clerk has been/is on-call every evening after 4:00 p.m. as well as every weekend beginning Thursday at 4:00 p.m. through Monday morning. She stated that cemetery duties are not part of the Township nor the Clerk's statutory duties. She provided three possible weekly stipends: \$50.00 would be \$2,600.00 a year; \$60.00 would be \$3,120.00 a year; and \$75.00 would be \$3,900.00 a year. In addition, Buckowing stated that an increase (additional revenue) needs to be added to 101-000-626.100, Charge for Summer School Tax 101-000-626.100. The correct revenue is \$8,260.00 which is an increase of \$4,132.00. **MOTION** by Buckowing, support by DeMaagd to approve the increase of \$4,132.00 to 101-000-626.100; increase 101-400-702.600 by \$1,500.00; and add \$3,900.00 to the cost center 215 for on-call cemetery services. DeMaagd stated that many of the non-statutory duties should be compensated but he has asked for a listing of these duties and what the compensation should be. In addition, DeMaagd asked what is the going rate for on-call duties. Campbell stated that he does not feel that this is an on-call duty and that the funeral homes and sexton should be able to communicate after hours. Buckowing stated that the Clerk's department has reduced its budget by approximately \$20,000.00 since the prior Clerk left office. Rairigh questioned the amount of money currently budgeted for the enforcement officer in the proposed 2019/2020 FY budget prior to these proposed changes. Getty stated that the Township is fortunate to have a former police officer serve as its enforcement officer and her department is trying to bring his pay rate up to be comparable to other Township's rates since he only works at this Township a few hours a week. DeMaagd stated that we should start out at the least invasive solution and feels that we should start at the smaller monetary amount. Campbell stated that he would like to see how the Township can mitigate the on-call activity and should be part of the cost of the funeral. Rairigh feels that Township residents should not be charged for this on-call stipend. Buckowing stated that if it pleases the board, she can withdraw her Motion. Campbell stated that whomever provides this service should get paid for it but does not feel that Township residents should pay for it. Roll call vote: Bremer, absent; Willshire, yes; Buckowing, yes; Jelsema, no; DeMaagd, no; Campbell, no; Rairigh, no. **MOTION FAILED.** **MOTION** by Campbell, support by Buckowing to approve the increase of \$4,132.00 to 101-000-626.100 and increase 101-400-702.600 by \$1,500.00. Roll call vote: Bremer, absent; Willshire, yes; Buckowing, yes; Jelsema, yes; DeMaagd, yes; Campbell, yes; Rairigh, yes. **MOTION CARRIED.** DeMaagd feels that the on-call cemetery stipend process is incomplete and needs to be worked on in addition to enhanced communication between the funeral homes and sexton. **MOTION** by DeMaagd, support by Buckowing to approve the addition of \$2,600.00 to the cost center 215 for on-call cemetery services. Rairigh inquired whether this stipend should go to the Clerk's Department or added to Willshire's compensation. Jelsema feels that it should be a per time event and not be included in the salary resolution. Willshire stated that it could be added as a line item in the cemetery budget.

Jelsema asked whether this could be an administration fee charged back to the funeral home.

Rairigh asked whether this can be tabled and discussed/reviewed at a future meeting since it needs additional discussion. DeMaagd withdrew his **MOTION** with support by Buckowing and this topic will be included within OLD Business.

Public Hearing: 2019/2020 Township Budget

10. Trustee Jelsema recessed the Board Meeting at 7:57 p.m.
11. Trustee Jelsema opened the Public Meeting at 7:58 p.m.
12. No public comments. DeMaagd inquired whether the proposed budget is a balanced budget. Buckowing referred to the proposed budget that has been available for public viewing for the past two weeks. The proposed 2019/20 budget was not included in the board packet for review by the board members prior to tonight's meeting. A brief review of the proposed 2019/20 budget, by Jelsema and Buckowing, indicated a surplus of approximately \$360,000; it is expected that the actual surplus amount will exceed that once final tax revenue figures are available in March.
13. Trustee Jelsema closed the Public Meeting at 8:03 p.m.
14. Trustee Jelsema reopened the Board Meeting at 8:04 p.m.

Clerk's Report

15. Motion to approve Resolution No. 01-2019 – Salary for the Supervisor: \$36,565.00: **MOTION** by DeMaagd, support by Buckowing to approve Resolution No. 01-2019 – Salary for the Supervisor: \$36,565.00. Roll call vote: Bremer, absent; Willshire, yes; Buckowing, yes; Jelsema, yes; DeMaagd, yes; Campbell, yes; Rairigh, yes. **MOTION CARRIED.**
16. Motion to approve Resolution No. 02-2019 – Salary for the Treasurer: \$47,289.23: **MOTION** by DeMaagd, support by Campbell to approve Resolution No. 02-2019 – Salary for the Treasurer: \$47,289.23. Roll call vote: Bremer, absent; Willshire, yes; Buckowing, yes; Jelsema, yes; DeMaagd, yes; Campbell, yes; Rairigh, yes. **MOTION CARRIED.**
17. Motion to approve Resolution No. 03-2019 – Salary for the Clerk: \$43,200.00: **MOTION** by Rairigh, support by Campbell to approve Resolution No. 03-2019 – Salary for the Clerk: \$43,200.00. Roll call vote: Bremer, absent; Willshire, yes; Buckowing, yes; Jelsema, yes; DeMaagd, yes; Campbell, yes; Rairigh, yes. **MOTION CARRIED.**

Treasurer's Report

18. The Treasurer's reports are contained within the Consent Agenda.

Emergency Services Report

19. Motion to allow the Chief to schedule pre-employment background and drug screens through the Clerk's Office, as needed. Chief Eaton stated the need for prior board approval for pre-employment health screens is delaying the hiring of qualified individuals. Chief Eaton would like to coordinate with the Clerk's Department for these pre-employment health screens if approved by a consensus of the TTES Officers rather than waiting for Board approval. **MOTION** by DeMaagd, support by Buckowing to grant authority for the Chief to schedule pre-employment background and drug

- screens through the Clerk's office on an as needed basis. **MOTION APPROVED** with 6 yes voice votes.
20. Chief Eaton stated that he received correspondence from YMCA Camp Manitou-lin asking for TTES assistance in fire, ambulance and water rescue assistance. Chief Eaton will contact the YMCA to let them know that Yankee Springs Township has contracted with Wayland Ambulance to provide fire, ambulance and water rescue assistance to that area of Yankee Springs Township.
21. Chief Eaton stated that TTES is in need of a rescue saw to utilize at structure fires. The Officers will decide whether to purchase a 20 inch saw for \$1,047.96 or a 25 inch saw for \$1,055.96 after a 20% discount. **MOTION** by DeMaagd, support by Rairigh to grant Chief Eaton the authority to spend up to \$1,100.00 for a rescue saw. Roll call vote: Bremer, absent; Willshire, yes; Buckowing, yes; Jelsema, yes; DeMaagd, yes; Campbell, yes; Rairigh, yes. **MOTION CARRIED.**
22. Chief Eaton stated that there are 30 individuals on staff at TTES who are in need of Continuing Education training. When C. Klutman is on shift, Klutman may provide training to these individuals and is only paid his shift rate. If he has to come in when he is not on shift, these hours may push his hours to be paid at the overtime rate. Outside of TTES, C. Klutman charges \$95.00 an hour to train individuals. The Township has a significant savings by having C. Klutman on shift conducting these trainings even with paying his annual conference fee. Rairigh inquired why TTES does not charge outside departments who send individuals to these trainings to recoup the costs of the trainings. Eaton stated that it's considered mutual aid training where we can send our individuals to other department's trainings at no cost. Buckowing asked whether TTES will be conducting MFR trainings in the future. Eaton stated that the plan is to host future MFR trainings. Eaton stated that S. Egleston will also be in need of IC training in the future. Klutman stated that not many paramedics have an IC accreditation. DeMaagd thanked Eaton for the detailed cost/benefit analysis. **MOTION** by DeMaagd, support by Campbell to approve the expenditure of up to \$1,000.00 to send Chad Klutman to the IC Conference in Traverse City, MI. Roll call vote: Bremer, absent; Willshire, yes; Buckowing, yes; Jelsema, yes; DeMaagd, yes; Campbell, yes; Rairigh, yes. **MOTION CARRIED.**
23. Chief Eaton stated that he is working on a policy to limit the area in which TTES can do long distance transports to a one-hour travel limit. Once the policy is drafted, Chief Eaton will bring it to the Board for approval and will distribute it to Central Dispatch and the Medical Authority.

Planning and Zoning Report

24. Zoning Administrator's Report and Code Enforcement Report are contained within the Consent Agenda. Getty stated that she has nothing further to add due to the cancellation of the Planning Commission Meeting because of inclement weather.

Unfinished Business

25. Motion to approve budget amendments as presented. Willshire provided an overview of the presented budget amendments including: 1) 101-265-930: increase of \$300.00 to \$7500.00; 2) 101-276-740: decrease of \$50.00 to \$750.00; 3) 101-276-956: increase of \$50.00 to \$1057.49 and 4) 206-000-930: increase of \$670.00 to \$11,800.00. **MOTION** by Willshire, support by Buckowing to approve the budget amendments, as presented. **MOTION APPROVED** with 6 yes voice votes.

New Business

26. Bid/Procurement policy update. Buckowing explained the need for this proposed Resolution and that even though one bid may be lower than the rests of the bids, the Township Board will accept the bid that is most beneficial and compatible to the Township's needs. DeMaagd asked for the

following sentence to be added to the resolution: "Therefore be resolved that Thornapple Township will adopt a procurement policy as described above". **MOTION** by DeMaagd, support by Rairigh to adopt Resolution 05-2019: Resolution to Establish Bid/Procurement Policy, as amended. Roll call vote: Bremer, absent; Willshire, yes; Buckowing, yes; Jelsema, yes; DeMaagd, yes; Campbell, yes; Rairigh, yes. **MOTION CARRIED.**

Committee Reports

27. Administration: Meeting will be held once the Supervisor returns to the office.
28. Cemetery: None.
29. Elections: None.
30. Emergency Services: No further updates.
31. Finance: No further updates.
32. Parks and Recreation Representative: Getty stated that she will schedule time to present the TAPRC 2018 Annual Report at a Board Meeting in the near future.
33. Personnel – Compensation: None.
34. Property, Public Utilities: Board expressed their gratitude to Trustees Campbell and Jelsema for enlarging and installing the drop box.
35. Roads and Highways: None.

SECOND PUBLIC COMMENT PERIOD

None.

POLL OF MEMBERS:

Jake Jelsema, Trustee: None.

Sandra Rairigh, Trustee: None.

Curt Campbell, Trustee: None.

Ross DeMaagd, Trustee: DeMaagd expressed his gratitude to Trustee Jelsema for leading the board meeting.

Deb Buckowing, Treasurer: Buckowing expressed her gratitude to Trustee Jelsema for leading the board meeting.

Cindy Willshire, Clerk: None.

Mike Bremer, Supervisor: Absent.

MOTION by Buckowing, support by Campbell to adjourn the meeting. **MOTION APPROVED** with 6 yes voice votes.

Adjournment of meeting by Trustee Jelsema at 8:59 p.m.

Stephanie L. Skidmore, Recording Secretary

Approved 3/11/2019