

TOWNSHIP OF THORNAPPLE

Eric Schaefer, *Supervisor* / Debra K Buckowing, *Treasurer* / Cindy A. Willshire, *Clerk*
 Curt Campbell, *Trustee* / Ross DeMaagd, *Trustee* / Kim Selleck, *Trustee* / Sandra Rairigh, *Trustee*

269-795-7202 - Fax 269-795-8812 - thornapple-twp.org
 PO Box 459 - 200 E Main St. - Middleville, MI 49333



REGULAR MEETING ZOOM MEETING & IN PERSON August 9, 2021

1. INVOCATION
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL

TIME: 7:00 P.M.

ROLL CALL:	Buckowing: Campbell: DeMaagd: Rairigh:	Present Present Present Present	Schaefer: Selleck: Willshire:	Present Present Present
OTHERS PRESENT:	Chief Randy Eaton, Catherine Getty, Amy Brown, Rob Ranes, Rachael Kruisenga, Jim Baker, Greg Chandler – (arrived at end of meeting)			

4. APPROVAL OF PRINTED AGENDA:

MOTION STATED:	Buckowing – Motion to approve printed agenda as presented.
MOTION SUPPORTED:	Campbell
MOTION STATUS:	Approved by voice vote. 7 ayes and 0 no's.

5. APPROVAL OF CONSENT AGENDA:

MOTION STATED:	Willshire – Approve the consent agenda as presented.
MOTION SUPPORTED:	Selleck
MOTION STATUS:	Approved by voice vote. 7 ayes and 0 no's.

6. FIRST PUBLIC COMMENT: Jim Baker who has lived in the township for about 8 years has concerns about the work done on Gackler Road. The Barry County Road Commission has top coated the road with new asphalt without it first being dragged down to grade. He drives a Honda Civic and it is too easy to swerve off the road due to the waves in it. Also, there isn't any sealer applied and he disapproves of the job done. He was told to voice his concerns to the township when he called the road commission so that is why he came to the meeting.

7. COUNTY REPORT: Getty stated there was no meeting last week but the week before there was a recommendation by the planning commission to table the issue of rezoning the area where Bay Pointe is located. They would like to see the Master Plan be completed before considering the issue. However, the Master Plan isn't scheduled to be completed for another 2 years. Also, Great Lakes Energy through Trustream has applied for a federal grant that if approved could provide better service to about 3400 customers.

8. RESERVED TIME: None

9. CLERK'S REPORT:

A. Invoice GL Distribution Report and Approval List – DeMaagd said he couldn't open the email as a Virus was attached. Campbell stated that he didn't have any problem opening it.

B. Vendor Check Run, Fund Register, AP Invoice Approval

10. TREASURER'S REPORT: Within consent agenda

11. EMERGENCY SERVICES REPORT:

A. Chief's Run Report Summary – 119 calls were received in July plus 8 additional calls during the standby service at the Barry County Fair. There was an average of 3.83 calls per day.

B. Summary – Chief Eaton requested permission from the board for preapproval of a new full time TTES employee as he has 3 applicants that will be interviewed in the coming days. They will only hire 1 of them. He would prefer to get them started right away rather than waiting until after the next board meeting. Buckowing recommended that Eaton could get approval from the personnel administration committee on the authority of the full board in this instance only. Campbell questioned whether this would be acceptable and Buckowing clarified there was precedence for this procedure in emergency type situations such as this.

Chief Eaton gave an update on the status of the new ambulance being purchased. They are finishing up the graphic detailing and then will contact the radio company to move the old radio into the new ambulance and it will be ready to be licensed by the state. Buckowing asked Eaton if the old ambulance will be taken at the time of delivery since it is being traded in. Eaton said no that will happen later. Buckowing asked if a check would be needed at the time of delivery and if the amount could be subject to change if the old ambulance hadn't been taken yet. Eaton answered that either a check or wire would be alright and that it could be given after the radios had been moved. Buckowing said she would prefer a check. Rairigh asked if the Clerk has the new VIN # yet for getting the insurance coverage. Clerk said she did have it and the insurance was just waiting for the date as to when to add it.

Chief Eaton said a turkey dinner was coming up during Heritage Days and invited everyone to stop by. Schaefer asked what it costs. Eaton said he didn't know. In the past the cost was by donation. He believes it is being served from 3 pm to 6 pm at the Fire Station and Otto's Turkey would be cooking and supplying the turkey. Buckowing thought she'd read 5 pm to 8 pm and recommended people double check the hours if they were planning on going.

MOTION STATED:	Buckowing -Motion to authorize the personnel committee to act on behalf of the board to approve the hiring of a full time TTES employee should the chief recommend someone for hire prior to the next regular board meeting to be held in September.
MOTION SUPPORTED:	Willshire
MOTION STATUS:	Approved by voice vote. 7 ayes and 0 no's.

12. UNFINISHED BUSINESS:

A. Duncan Lake Sewer Rate Increase

MOTION STATED:	Campbell -Motion to approve Resolution 11-2021 Increase the Duncan Lake Sewer Utility Billing rate from \$235.00 to \$250.00 per quarter.
MOTION SUPPORTED:	Buckowing
MOTION STATUS:	Approved with a roll call vote of 7 yes's and 0 no's.

ROLL CALL VOTE:	Buckowing:	Yes	Schaefer:	Yes
	Campbell:	Yes	Selleck:	Yes
	DeMaagd:	Yes	Willshire:	Yes
	Rairigh:	Yes		

B. Agenda Request – Procurement Policy #01-2021 – Buckowing explained that several years ago a resolution was passed allowing for a procurement policy, but one hadn't been written yet. This policy outlines the procedure for purchasing items over \$1,000. DeMaagd asked if the board would need to rescind the previous spending limit. Buckowing answered that it wouldn't be needed at this time but perhaps down the road. DeMaagd asked what happens with purchases over \$500 and less than \$1000. Buckowing explained that a purchase more than \$500 would need board approval but wouldn't be required to get three bids.

MOTION STATED:	Willshire -Motion to approve the Procurement Policy #01-2021
MOTION SUPPORTED:	Selleck
MOTION STATUS:	Approved with a roll call vote of 7 yes's and 0 no's.

ROLL CALL VOTE:	Buckowing:	Yes	Schaefer:	Yes
	Campbell:	Yes	Selleck:	Yes
	DeMaagd:	Yes	Willshire:	Yes
	Rairigh:	Yes		

14. NEW BUSINESS:

A. Amend Cemetery Road Budget (101-276-930) from \$5,000 to \$13,500. Schaefer asked if there were any questions about this. Campbell asked if the funds were available in the general fund. Schaefer confirmed there was.

MOTION STATED:	Buckowing -Motion to approve budget amendment to GL# 101-276-930 (Cemetery repair and maintenance) from \$5,000 to \$13,500
MOTION SUPPORTED:	Willshire
MOTION STATUS:	Approved with a roll call vote of 7 yes's and 0 no's.

ROLL CALL VOTE:	Buckowing:	Yes	Schaefer:	Yes
	Campbell:	Yes	Selleck:	Yes
	DeMaagd:	Yes	Willshire:	Yes
	Rairigh:	Yes		

B. Agenda Request – TTES Wage Increase – Rairigh asked if this was a change to the starting wage or base wage. Willshire confirmed it was the base wage. Selleck asked how much of an increase would this be on the budget. Willshire directed Selleck to the next page where it was calculated out. Selleck asked if the change would impact all TTES employees and would make us more competitive with other departments. Eaton said yes to both. Buckowing asked if a budget amendment would also be needed. Willshire stated it could be done later. Buckowing asked when it would be effective. Willshire said it could be next month or on the next pay date.

MOTION STATED:	Rairigh - Motion raise the base wage by \$3 per hour for all the TTES staff.
MOTION SUPPORTED:	Campbell
MOTION STATUS:	Approved with a roll call vote of 7 yes's and 0 no's.

ROLL CALL VOTE:	Buckowing:	Yes	Schaefer:	Yes
	Campbell:	Yes	Selleck:	Yes
	DeMaagd:	Yes	Willshire:	Yes
	Rairigh:	Yes		

C. Agenda Request Leadership Course – DeMaagd asked if the login would be available to all the township employees? Schaefer answered that it would be. Buckowing asked if anyone had watched all of the lessons yet. If so, perhaps they could suggest one or two that could be watched as an entire group as a team building occasion. DeMaagd said he had gone to a conference in person years ago and thought all the material was good, but felt it had probably evolved over the years as well.

MOTION STATED:	Willshire - Motion to approve the purchase of an online leadership course accessible to all township employees at a cost of \$597.00.
MOTION SUPPORTED:	DeMaagd
MOTION STATUS:	Approved with a roll call vote of 7 yes's and 0 no's.

ROLL CALL VOTE:	Buckowing:	Yes	Schaefer:	Yes	
	Campbell:	Yes		Selleck:	Yes
	DeMaagd:	Yes		Willshire:	Yes
	Rairigh:	Yes			

D. AC Unit Replacement – Schaefer explained that the A/C unit for the small conference room had stopped working and needs to be replaced. The hall has 3 separate units and the other two had been replaced while this third one was 29 years old. Selleck said that if the new is 95% efficient then it would also save on energy once a new unit was purchased. Campbell also mentioned that carbon monoxide was a concern with an old furnace. Rairigh said the life expectancy on a furnace is usually 20 years and this one was 29 years old. Rob Ranes asked if the board would need to follow the procurement policy. Schaefer stated that this was started before the policy had been adopted so it wasn't. Selleck said it is also possible that a third party wasn't available to get a bid from. Schaefer said that he had contacted someone else, but they hadn't responded. Campbell felt it was a good investment since the township would be in the building for many years yet. Schaefer said if the township isn't, it's still a good investment.

MOTION STATED:	Selleck - Motion to approve the quote from Frontier to replace the A/C and furnace to the small conference/ hallway zone in the township hall for a cost of \$6,610.00
MOTION SUPPORTED:	Rairigh
MOTION STATUS:	Approved with a roll call vote of 7 yes's and 0 no's.

ROLL CALL VOTE:	Buckowing:	Yes	Schaefer:	Yes	
	Campbell:	Yes		Selleck:	Yes
	DeMaagd:	Yes		Willshire:	Yes
	Rairigh:	Yes			

E. Budget Amendments for Tax – Buckowing explained that the amounts were a working budget but now that the assessor had gotten final numbers and the Board of Review had met in March and July the numbers are more accurate.

MOTION STATED:	Willshire - Motion to amend the budget due to adjustments to the tax revenues as listed in the board packet titled, "Budget Amendments for Tax."
MOTION SUPPORTED:	Rairigh
MOTION STATUS:	Approved by voice vote. 7 ayes and 0 no's.

15. COMMITTEE REPORTS:

A. Administration (Schaefer, Buckowing, Willshire) – Buckowing asked for board approval regarding a community outreach event on October 23. In the past the township has participated in passing out fall festival treats and contingent on there being staff available to do the event, would everyone be comfortable in committing to spending not to exceed \$200.00 on the event. Buckowing said in the past it is closer to \$100 but just so that she can begin to look for items and plan for that day is asking if anyone on the board objects. No one on the board objected or had any further questions.

B. Cemetery (Willshire, DeMaagd, Rairigh) – Willshire stated that the road project would be completed in October. Getty said the Oak Opening Committee had arranged for the TK Varsity and JV football players to volunteer their time on Thursday, August 19 to come out and cut the sassafras shoots growing in the old cemetery area. Then later the adults will apply the herbicide. Willshire will provide a waiver for the volunteers to sign.

C. Middleville DDA Report (Schaefer) – Schaefer said there are two more weeks in the music series. The last movies in the park is scheduled for 9/11. The DDA is working with the community on making a Patriot Day celebration with the movie starting shortly after an event at 7 pm.

D. Elections (Willshire, Buckowing, Schaefer) – No elections this year.

E. Emergency Services (DeMaagd, Schaefer, Rairigh) DeMaagd said everything was covered.

F. Finance (Buckowing, Willshire, Rairigh) Buckowing said this was covered.

G. Parks and Recreation Representative (Getty) Their meeting was rescheduled to this Wednesday and they would be reviewing the Sheridan Park plan from Williams and Works which is situated between Mt. Hope Cemetery and the DPW. Also, baseball try-outs occurred last night, and they had a much higher turnout than previous years.

H. Personnel – Compensation (Willshire, Campbell, Schaefer) Nothing further.

I. Property and Public Utilities (Selleck, DeMaagd, Campbell) – Campbell believes this was covered with the A/C unit.

J. Roads and Highways (Campbell, DeMaagd, Selleck) Campbell said the board had approved \$100,000 spending on roads each year over the next four years. However, the board relies on the expertise of the Barry County Road Commission as to the specifics of the projects. Rairigh asked when the light at Finkbeiner would be completed. Schaefer had thought it would be done by the start of school. Getty had thought September and Campbell said he thought it might be longer as it would likely take several steps yet.

K. Duncan Lake Sewer (Campbell, Selleck, Schaefer) Campbell said Hulst wasn't receiving emails and this had been addressed. They were waiting on him to get caught up on reading through the material in preparation of their next meeting.

16. SECOND PUBLIC COMMENT PERIOD:

A. Rob Raney reviewed the proposal on the prepayment option on the Duncan Lake Sewer Improvement project. He recognizes there will need to be a special assessment. Feels some of the subsection is a little confusing. The \$8,000 cost of components going to \$8,450 in 2019 doesn't pay for the cost of the components. Raney said he appreciated seeing DeMaagd at the public assessment meeting. He felt that a 25% increase in the fee was in line with the numbers he ran. Also, if the church joined into the system he feels their portion is closer to 40% rather than 50%.

B. Jim Baker – He stated he works in construction and appreciates the board's willingness to replace both the A/C and the furnace at the same time. He believes this is the better way to do it. Also, wondered when a natural gas line would be added to Gackler Road between Cherry Valley and Patterson. Getty explained that any expansion is market driven and up to the gas company. Often such as in the Spencer Rita area they had to have consensus among homeowners and couldn't get it, so they didn't end up expanding to that area.

17. POLL OF MEMBERS:

Kim Selleck (Trustee) – Had recently spent time in the Grand Marais area in the UP and really appreciates having TTES available in the area.

Sandy Rairigh (Trustee) – None.

Ross DeMaagd (Trustee) – Asked Buckowing if they hoped for a fly over for Patriot's Day. Buckowing said yes and DeMaagd mentioned he had a scheduling conflict but might be able to find someone else to do it. Also, as far as the Duncan Lake Sewer felt the question to consider is, "What are you buying." The people own the system and there is the original cost, inflation, depreciation and maintenance and then you divide that cost by the number of owners there are.

Curt Campbell (Trustee) – Felt he had a similar but different mindset to what DeMaagd was thinking with the sewer. There was an answer to his question in 1989 when the sewer system was started but the issue is confused by not having hard numbers of the shares involved.

Deb Buckowing (Treasurer) – Felt the board had put money into experts to be able to have them explain the cost involved in the Duncan Lake Sewer system and it was important that the board remember they can not charge more than what it costs to run it.

Cindy Willshire (Clerk) – None.

Eric Schaefer (Supervisor) – Just an update on the phone system. Wiring is almost complete. They just needed a little more CAT6 jacks and they will be back on Thursday to finish. In another week or two it will be ready to switch over the phones.

18. ADJOURNMENT:

TIME: 8:20 P.M.

MOTION STATED:	Buckwing – Motion to adjourn.
MOTION SUPPORTED:	Willshire
MOTION STATUS:	Approved by voice vote. 7 ayes and 0 no's.



Amy Brown, Recording Secretary

Approved 9/13/2021