

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*

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



REGULAR MEETING November 14, 2022

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 Absent
OTHERS PRESENT:	Chief Bill Richardson, Commissioner Catherine Getty, Amy Brown, Laura Bouchard, Chad Klutman, Craig Stolsonburg, Laura Stolsonburg, and Josh Mosey.			

4. APPROVAL OF PRINTED AGENDA:

MOTION STATED:	Willshire – Motion to approve the Printed Agenda as presented.
MOTION SUPPORTED:	Buckowing
MOTION STATUS:	Approved by voice vote. 7 ayes and 0 no's.

5. APPROVAL OF CONSENT AGENDA:

MOTION STATED:	Campbell – Motion to approve the Consent Agenda as presented.
MOTION SUPPORTED:	Willshire
MOTION STATUS:	Approved by roll call vote. 7 ayes and 0 no's.

ROLL CALL VOTE:	Buckowing: Campbell: DeMaagd: Rairigh:	Yes Yes Yes Yes	Schaefer: Selleck: Willshire:	Yes Yes Yes
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6. FIRST PUBLIC COMMENT: None.

7. COUNTY REPORT:

County Commissioner Catherine Getty:	Getty announced there would not be a Committee of the Whole meeting tomorrow as there would not be a quorum. However, at last Tuesday's meeting it was discussed how the ARPA funds could be dispersed to the Barry County employees in a fair and appropriate way. The discussion will continue as 1 million of the 6-million-dollar funds have been earmarked for this purpose. The second round of disbursements have less restrictions placed on how they may be spent. County Commissioners are still considering their options.
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Board Response:	Campbell asked Getty how much in ARPA funds the county has. Getty replied just under 6 million. DeMaagd requested funds go toward an airport terminal.
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8. RESERVED TIME:

A. Craig Stolsonburg – Manager, Village of Middleville – Stolsonburg asked the township to consider the possibility of doing a job sharing with the Planning & Zoning Administrator position. Also, he stated that he would like to see the Village of Middleville and Thornapple Township continue to work together.

B. Josh Mosey – Middleville Community Library Presentation – Mosey presented the board with a history of the library in Middleville, the current services provided, a comparison to other libraries in the area, the issues facing the library, and the need for a government entity to partner with them for the purposes of grant applications. Mosey also delivered a letter from the TK Schools Superintendent, Craig McCarthy stating that the TK School Board fully supports the current initiative to establish an independent community library. Mosey asked the board to consider supporting the library’s efforts to find another location. Selleck asked if the governmental entity would cause any constraints to the service area since the school district covers 11 townships in 4 counties. Mosey said no, it would not. The plan is to cover the same service area as is currently being served. Campbell asked Mosey if they had been in contact with Caledonia library to see about the cost. Mosey said the Caledonia library had been built 12 years ago but likely Caledonia township could give them some information on it. However, Rockford is working on a new library and their budget is 10 million. Mosey thinks it is likely a good ballpark figure for the cost to build a new library in Middleville as well.

9. EMERGENCY SERVICES REPORT:

A. Chief’s Report – About 200 people visited the fire barn during the open house. Chief thanked McKenna Nichols for her work on the event and Nate Otto for bringing the fresh made doughnuts. There is a report in the packet showing the activity for the month. There were 14 second hits this month that they were able to respond to without having to contact another service to come and help the residents. After implementing the cost recovery program, some bills have been sent out. There is a request to purchase turn out gear in the packet. Asks that if the board has any questions about that when it comes up that they let him know. Engine 51 had a coolant leak. Initially they thought it was going to be a \$12,000 repair to the radiator. However, it turned out to be \$2400. There were hoses leaking rather than the radiator. Some surplus items are being auctioned off from the township and those will be available for purchase on November 22. Now that the election is over, Chief said he would be asking Clerk Willshire for information that will be needed to apply for a firefighter’s grant. The grant will open on January 9 and close February 10 so the window will be short. He would like to get all the information for the application compiled ahead of time.

B. Summary – Everyone is doing a great job and appreciates all that they are doing.

10. UNFINISHED BUSINESS: None.

11. NEW BUSINESS:

A. Noffke Drive Resolution 14-2022 Schaefer introduced the resolution and asked if anyone would like to make a motion and then asked for questions. Buckowing asked who prepared the roll for Schaefer. He stated that it had come from Ivan Christopher from the Barry County GIS. Rairigh asked about the new road coming off Noffke (Creekview.) Schaefer said the owner of the property seems to be very willing to pay his fair share. Campbell said there are 3 lots already there. There is also a farm back in there that could be split. Buckowing confirmed the roll is not being approved/voted on, but rather just the resolution so that they can move forward with holding a public hearing.

MOTION STATED:	Buckowing - Motion to adopt Resolution 14-2022, "Noffke Drive Improvements Special Assessment District."
MOTION SUPPORTED:	Selleck
MOTION STATUS:	Approved by roll call vote. 7 ayes and 0 no's.

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

B. Insurance Recommendation – Schaefer introduced the recommendation made by the Ad-Hoc Committee. Campbell stated the stipend increase was greater than 14%, but that was because there hadn't been an increase recently. Willshire explained that the stipend had been decreased 2 years ago. She asked the committee for the reason for the increase now. Rairigh said they realized that the cost to the township was a drastic savings to have an employee take the stipend over the insurance, so they felt it was only fair to bring that amount up some. Campbell asked if other plans were investigated. Rairigh said yes but all the other plans had age as a factor. Campbell thanked the committee for their work. Rairigh said they called Bradford White, the school district, and others to investigate if they were inline with other entities. Rairigh said they found that they were.

MOTION STATED:	Buckowing - Motion to accept Ad-Hoc Committee's recommendation as presented. Renew existing plan with a premium share of 14% beginning with renewal date of 12/01/2022. Also, increase monthly stipend for those not taking the township insurance from \$350 to \$500.
MOTION SUPPORTED:	Rairigh
MOTION STATUS:	Approved by roll call vote. 7 ayes and 0 no's.

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

C. Uniform Allowance – Chief Richardson said the staff was wearing worn out uniforms and that the allowance set at \$300 about 20 years ago was not enough to provide for all that was needed. Some members did not have uniforms at all. He wanted to make sure that everyone was treated fairly and look professional when they were serving the community. Selleck asked what the per year cost of this would be. Chief said it was hard to determine because of people coming going or going. He thinks it would be about \$150 per POC or part-time member and for full-time about \$1500 per member to start. Chief estimates under \$10,000 per year to budget.

MOTION STATED:	DeMaagd - Motion to adopt uniform allowance allocation as presented. Full-time members (upon hiring): 3 pairs of pants, 1 belt, 3 polo shirts, 1 dress shirt, 1 badge, 1 job shirt, 1 pair of duty boots. Subsequent years of service a \$500 annual allowance to replace items as needed. Part-time members to receive (upon hiring): 1 pair of pants, 1 belt, 1 polo shirt, 1 job shirt with replacement as needed. Paid on call members to receive (upon hiring): 1 pair of pants, 1 belt, 1 dress shirt, 1 badge with replacement as needed.
MOTION SUPPORTED:	Schaefer
MOTION STATUS:	Approved by roll call vote. 7 ayes and 0 no's.

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

D. Turnout Gear – Chief Richardson stated that the previous Chief purchased random sizes gear and doesn't fit staff. This purchase request comes out of that situation and the legal requirements needing to be met. After this purchase Chief Richardson has a replacement program set so that it won't be such a large purchase going forward. Campbell asked if it was in the budget. Rairigh said only half of the amount was available. Schaefer asked how long it would be until it arrived. Chief said it could be 3 to 6 months. Campbell asked if that meant it could be in the next fiscal year by then. Chief said it could be and that would mean renting gear a little longer. DeMaagd said the issue would just be pushed into the next fiscal year because they are trying to stagger the purchases.

MOTION STATED:	Rairigh - Motion to purchase new turn-out gear for an overall cost of \$27,244.75 with a monthly rental of turn-out gear at a cost of \$335 per month until such time as the order is delivered.
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MOTION SUPPORTED:	Campbell
MOTION STATUS:	Approved by roll call vote. 7 ayes and 0 no's.

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

E. BOR Appointments – Schaefer would like to appoint Dave Kiel to replace Craig Stolsonburg as Craig is now the Village of Middleville manager. Although he is being appointed now, he will need to be reappointed in January along with Vance Hoskins and Steven Baldry. Buckowing asked if Keil would need training prior to the December Board of Review. Schaefer said yes, he is scheduled for November 29 via zoom. Willshire said he will need to come in to take his oath of office as well.

MOTION STATED:	Willshire - Motion to appoint Dave Kiel to the Thornapple Township Board of Review to replace Craig Stolsonburg for the remainder of his term.
MOTION SUPPORTED:	Buckowing
MOTION STATUS:	Approved by roll call vote. 7 ayes and 0 no's.

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

F. Special Assessments for the 2022 Winter Tax Roll – Buckowing explained that she and Deputy Treasurer Bouchard are working on the tax roll and is requesting approval for updates as presented in the board packet. Campbell asked if the delinquent Duncan Lake Sewer fees go against the property. Buckowing confirmed that was correct. And a 6% fee is applied only to the aggregate and not any late fees per the ordinance that was established.

MOTION STATED:	Willshire - Motion to accept the following special assessments for the 2022 Winter Tax Roll: increase Hilltop Lighting Assessment from \$60 to \$76 to reflect current usage, bill Moe Road Assessment (\$34.93 each, 67 parcels) to pay the 2021 charges to the Barry County Road Commission, add the delinquent DLSS fees to the 2022 tax roll (6 parcels), add the various drains to the Winter 2022 tax roll, as directed by the Barry County Drain Commissioner, and add Duncan Lake Weed Control Assessment (\$78.82 each, 159 parcels.)
MOTION SUPPORTED:	Rairigh
MOTION STATUS:	Approved by roll call vote. 7 ayes and 0 no's.

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

G. Williams & Works contract – Schaefer stated the contract had been included in the board packet and asked for any questions. Rairigh asked if there was any start and end date in mind or as needed. Schaefer said as needed. Getty said that she’s had a good working relationship with Williams & Works, and they are very familiar with the township as they have helped with two Master Plan Updates, the Parks and Recreation Plan and they are also very familiar with the Village of Middleville as well. It will be a change to some procedures as they don’t plan to have a presence in the office. However, since Covid, there has been a change as to how permits are processed via email. A lot of people do stop in knowing that Getty was in the office, so that will change but feels that they’ll do a really good job while working remotely. Campbell asked about the impact to the ZBA. Getty said Williams & Works will work in a similar way so that residents know going in when a variance is possible or not.

MOTION STATED:	Buckowing - Motion to accept the contractual agreement with Williams & Works for assistance with Planning & Zoning Administration.
MOTION SUPPORTED:	Willshire
MOTION STATUS:	Approved by roll call vote. 7 ayes and 0 no’s.

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

H. Catherine Getty contract pay – Schaefer explained that Getty has the expertise and knowledge that is difficult to replace and that she has stated that she is willing to work on various issues on an as needed basis at a rate of \$50/hour. Selleck asked if this was just until a new person is brought on staff. Schaefer said yes. Getty said there would be some overlap especially as there is an important Planning Commission meeting coming up in November so there will be some work in regard to that issue but after which there may be just a few issues here or there to attend to.

MOTION STATED:	Willshire - Motion to pay Catherine Getty \$50/hour for services as needed.
MOTION SUPPORTED:	Campbell
MOTION STATUS:	Approved by roll call vote. 7 ayes and 0 no’s.

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

I. Discussion with the Village of Middleville on sharing of Planning & Zoning – Schaefer requested the board be willing to allow him to discuss the possibility of a job share with the village. Buckowing asked if this was just to discuss the issue and nothing else. Schaefer confirmed that was correct. Selleck asked if the township needed someone that was solely focused on the township. He said that when the administrator was shared previously, both the village and township were smaller. Buckowing asked if this motion was focused only on a job share or if it was open to other options. Rairigh said this motion was just about the job share. Campbell asked Getty to weigh in on whether she feels a job share is a reasonable solution. Getty said that from here experience having done both, that Selleck is correct that it was when the populations were smaller. However, feels it is worth keeping an open mind as there could be other ways of doing things that could allow for the job share just in a different way than previously done. Rairigh asked to be on the Ad-Hoc Committee to review the other options available. Schaefer said he would also be willing to serve. DeMaagd said that Getty has done a good job in understanding the needs of the rural community. Many somewhat object to the idea of zoning and Getty has been very even tempered and levelheaded about these issues. Also, because she has had experience having livestock herself and living in the area, she understands many of the residents. Getty recommended appointing Linda Gasper or another member to the committee so there is some further representation from the Planning Commission.

MOTION STATED:	Buckowing - Motion to allow Supervisor Schaefer to move forward with discussions with the Village of Middleville regarding the possibility of sharing of a Planning & Zoning Administrator.
MOTION SUPPORTED:	Campbell
MOTION STATUS:	Approved by roll call vote. 7 ayes and 0 no's.

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

MOTION STATED:	Buckowing - Motion to permit an Ad-Hoc Committee to explore other options available to the township to fill the Planning & Zoning Administrator position.
MOTION SUPPORTED:	Selleck
MOTION STATUS:	Approved by voice vote. 7 ayes and 0 no's.

J. Review spending limits (Resolution 08-2017) – Schaefer asked if someone from the Finance Committee wanted to explain further to the board. Rairigh said that some members feel the existing resolution is outdated. Rairigh suggests changing the part 1 to \$750 each official so it is the same across the board. Also, suggests removing A. Community Promotions and D. Office Furnishings as well as G. and H. Schaefer asked if this could be tabled until the December Board meeting so that everyone has a chance to look it over and come back with their thoughts. Rairigh stated that trustees probably don't need to be included as they don't spend funds unless through the board. Selleck asked if \$750 would be enough and he wouldn't want work to stop because of reaching the limit. Schaefer asked if Rairigh was willing to make the revision. She said she would do that if he sent it over to her.

15. COMMITTEE REPORTS:

A. Administration (Schaefer, Buckowing, Willshire) None.

B. Cemetery (Willshire, DeMaagd, Rairigh) Rairigh asked Willshire and DeMaagd if they received her email regarding the cemetery and if the water had been turned off yet and the trash service had been stopped. Willshire said that she had, and that Wickham turned the water off after the last of the foundations are poured for the season.

C. Middleville DDA Report (Schaefer) Schaefer said the DDA would be meeting tomorrow. Plans are underway for the Christmas festivities. The green space last year was "A Charlie Brown Christmas" and this year will be "The Grinch." It will be set up on December 1.

D. Elections (Willshire, Buckowing, Schaefer) DeMaagd asked about John Smelker and whether he had won. Getty explained that yes, he did, he was running unopposed.

E. Emergency Services (DeMaagd, Schaefer, Rairigh) Nothing further.

F. Finance (Buckowing, Willshire, Rairigh) Buckowing stated she had a question going back to the August Board Meeting where the board had authorized the EMS and Personnel and Compensation Committees to hire two EMTs. Buckowing asked if the Personnel Committee meet. Buckowing asked about minutes for that meeting. Buckowing asked about hiring two new people or even four new people. Buckowing said she has concerns that no one looked at the fund balance to determine if there were funds available to pay for their wages. Buckowing is concerned about the low fund balance and the lack of response regarding what she is to do with those funds are all spent. Strongly encourages the board to consider what is needed, what is wanted and what can be afforded. Rairigh asked Buckowing what the biggest concern was. Buckowing said it was the lack of follow through on procedure based on what the board agreed to during the August meeting. Campbell said that according to the November 9 EMS committee meeting minutes, the 'turnover to' are going so well that more EMT's may need to be hired. So, funds are coming in. Selleck said he is trying to encourage Chief to think about the costs regarding the budget. Chief Richardson said that he has tried to be as transparent as possible in bringing these issues to the board.

G. Parks and Recreation Representative (Getty) Getty explained that Emily Dock has decided not to serve another year as program director for TAPRC. The board is looking for someone to serve. The director would work from January to June is what Getty said is an intensely part-time position. They received three applicants but are still looking for other applicants.

H. Personnel – Compensation (Willshire, Campbell, Schaefer) None.

I. Property and Public Utilities (Selleck, DeMaagd, Campbell) None.

J. Roads and Highways (Campbell, DeMaagd, Selleck) Nothing further.

K. Duncan Lake Sewer (Campbell, Selleck, Schaefer) Campbell said Finkbeiner was discharging now, and Schaefer said there is internet, a hot spot, a couple of cameras, temperature and humidity sensors are all operational now.

16. SECOND PUBLIC COMMENT PERIOD: Chad Klutman thanked Chief Richardson for all he has done for the department and said things are moving in a positive direction within the department. He said morale is very high and is very grateful. He appreciates the collaboration on the renewal on the health insurance policy and being able to look at the alternatives available. Buckowing noticed the positive atmosphere at the open house and it was a nice change.

17. POLL OF MEMBERS:

Kim Selleck (Trustee) – Thanked Josh Mosey for his presentation and believes it is time to do something with the library.

Sandy Rairigh (Trustee) – Thanked Getty for her years of service and is very sad to see her leaving.

Ross DeMaagd (Trustee) – Would like to see a review of the three-bid policy on the next board meeting agenda.

Curt Campbell (Trustee) – Thanked the election workers for their service and thanked Getty for all she has done for the community.

Deb Buckowing (Treasurer) – Felt Josh Mosey did a great job on his library presentation and thanked Getty for her work in the township and that she would be missed.

Cindy Willshire (Clerk) – Agreed that Getty would be missed and thanked her for her service.

Eric Schaefer (Supervisor) – Agreed that Getty would be missed and thanked everyone for coming to the board meeting.

18. ADJOURNMENT:

TIME: 8:49 P.M.

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



Amy Brown, Recording Secretary

Approved 12/12/2022