

Blendon Township
Board Meeting Minutes
May 20, 2019

1. **The meeting was called to order** at 7:00 pm by Township Supervisor, Bill Vanden Berg.
2. **Invocation** was given by Clerk, Robin Overway.
3. **The Pledge of Allegiance** was recited by all in attendance.
4. **Roll Call: PRESENT:** Bill Vanden Berg, Supervisor
Robin Overway, Clerk
Greg Golembiewski, Treasurer
Jim Vander Veen, Trustee
Phil DeLange, Trustee
ATTENDING: Kurt Gernaat, Fire Chief
5. **Motion to approve the agenda** was made by Phil DeLange, support by Robin Overway.
Motion Carried
6. **Motion to approve the Board Meeting Minutes**, dated April 15, 2019, was made by Phil DeLange, support by Robin Overway.
Motion Carried
7. **Motion to approve the invoices** dated April 16, 2019 through May 15, 2019, was made by Phil DeLange, support by Greg Golembiewski.
Motion Carried
8. **Treasurer's Report submitted by Greg Golembiewski**
 - As submitted.
 - Explained balances
 - Summer tax preparation underway
 - Attended training April 23 about de-escalation, active shooter, customer service.
 - Met with Hudsonville Public Schools
 - Year end audit will be June 3-6
9. **Clerk's Report submitted by Robin Overway.**
 - As submitted.
 - May 7 election low voter turn-out: 9.56%
 - Potential for another precinct in the future, not as near in the future as once believed.
 - 3-4 elections to be held in 2020
 - Memorial Day Service at the Cemetery
10. **Supervisor's Report submitted by Bill Vanden Berg.**
 - As submitted
 - First round of dust control now being completed

- Discussion on adding another voting precinct:
 - Discussion was had by the Board:
 - Use of churches
 - Two precincts in one location
 - Move precinct boundaries
 - Storage of equipment
 - Place to count absentee ballots
 - Future discussions to ensue about future possibilities.

Motion Carried

11. Opportunity for Public Comment that is not listed on the Agenda:

- Bernadette Schafer, of 5134 Fillmore St, reminded the Board that she is the appointed Deputy Supervisor. She was appointed because Supervisor Vanden Berg wanted her to look into and address staffing issues and office efficiency.
 - Mrs. Schafer stated to the Board that she took it upon herself to do a comparison between Blendon Township and 17 'like' townships. She was specifically looking at the following items:
 - Population
 - Revenue
 - Budget
 - Office Hours
 - Staff Needs
 - Salaries
 - Mrs. Schafer verbally reported numerous facts and details about the other townships. (no written documentation of facts was presented to the Board)
- Ken Schuiteman, of 6447 – 60th Ave, questioned the Board on the following items related to his FOIA request dated 4.18.2019:
 - A letter contained in the packet is signed by Bill Vanden Berg. Bill states that he has never seen the letter before. Mr. Schuiteman wanted to know how many other letters get sent out with Supervisor Vanden Berg's name on them without his knowledge.
 - The Board replied that the information in the letter that is in question was drafted by the Township Attorney, on behalf of Supervisor Vanden Berg, and was sent via email to the Board, including Bill Vanden Berg.
 - Mr. Schuiteman also stated, in his FOIA request, he asked for all of the meeting minutes from the Safety Services meetings from 2015-2018 but the most recent meeting was from 2016. He asked where the rest of the minutes were and why they were not included in the packet.
 - The Board replied, as stated in the letter that was included with his packet of information, all of the minutes are available online on the township website. If he would like printed copies of the minutes he is welcome to request them at \$.10 per page.

- Mr. Schuiteman inquired about the pending lawsuit details
 - The Board reiterated that it is unable to answer any questions and all questions need to be directed to the lawyer and gave Mr. Schuiteman the name and phone number of the lawyer following the meeting.

12. Monthly Reports:

a. Fire Department Activity Report:

- As Submitted
- Thanked Board for coming to the pancake breakfast:
 - Over 800 residents were served.

b. Police Activity Report:

- March and April reports were submitted

c. Assessor Report:

- As Submitted

d. Cemetery Sexton Report:

- None

e. Building Permit Report:

- As Submitted

f. Building and Grounds Report:

- As Submitted
- Fire Chief Gernaat highlighted the submitted report.
 - BCC remodel is complete, Kurt will provide a slide show at the June meeting showing the new renovation.
 - Special thanks for Abby and Rob Berens and Kay Poortenga for their amazing job cleaning both the BCC and the township hall.

g. Zoning Administration Report:

- None

h. Planning Commission Minutes: Reviewed by Jim Vander Veen

- Highlighted the following items:
 - New member, Lynette Peters, began her service on the Planning Commission.
 - There have been several rezone requests that have been approved and are currently pending.

i. ZBA Minutes: None submitted

13. Tabled Business:

a. Township Manager Job Description:

- ***Motion to remove the discussion of Township Manager Job Description from the table was made by Greg Golembiewski, support by Robin Overway.***
Motion Carried
- Treasurer Golembiewski recapped last month's discussion to the Board about bringing ideas and vision of the Township Manager position to the meeting, as well as why Blendon Township needs this position.
- Trustee Phil DeLange asked Supervisor Vanden Berg who drafted the original Township Manager job description?
 - Supervisor Vanden Berg stated that he did not know.
 - Treasurer Golembiewski stated that he did review the job description and recommended some changes in the verbiage and expressed concerns on figuring out the actual responsibilities and rolls of the Officials, Administration and the Manager.
- Supervisor Vanden Berg stated that he thought that a Township Manager was a 'beautiful plan' but the township is just not ready to go that direction at this time. He feels that a Deputy Supervisor would be a better option.
- The Board stated that they had already decided that we would be hiring a Township Manager, just the details needed to be worked out.
 - Trustee Vander Veen stated the following items:
 - Chief Gernaat's rolls have changed dramatically over the years in order to pick up the 'slack' from other officials.
 - Chief Gernaat offers daily consistency to the office.
 - The job description will continue to be studied and will change and evolve over time.
 - Trustee DeLange stated that the Board should approve the job description as a 'working document' and set a review date for 3 months.
- ***Motion to have Township Attorney, Jim Scales, review the Township Manager job description, for compliance, as written was made by Jim Vander Veen, support by Greg Golembiewski.***

Motion Carried 4-1
Nay: DeLange

14. New Business:

a. 2019-2020 Budget Amendment:

- Purpose to amend the approved budget, to figure in monies allocated for graveling roads in the 2018-19 budget, that was not spent and did not get rolled over into the new budget year.
 - Transfer \$30,000 from the township's saving account into the budget.
- Supervisor Vanden Berg opened the Public Hearing at 7:39 pm

- Ken Schuiteman asked why the Board blamed Supervisor Vanden Berg for the budget error at the last meeting? He feels that the blame should lie within the whole Board.
 - Treasurer Golembiewski stated that each department is responsible for their own budget and the responsibility of the roads falls under Supervisor Vanden Berg.
- Supervisor Vanden Berg closed the Public Hearing at 7:49 pm
- **Motion to approve Resolution 2019-05.1 Resolution to Amend the 2019-2020 Budget** was made by Bill Vanden Berg, support by Greg Golembiewski.

Roll Call:

Yea: DeLange, Overway, Golembiewski, Vanden Berg

Nay: Vander Veen

b. **Outdoor Events License:**

- Fire Chief Gernaat presented an example of the application, license and fee structure for the Outdoor Events Ordinance that was approved last month.
 - Meeting was had with the Zoning Administrator, Kirk Scharphorn Jr, to work out the details.
 - Recommending a \$300 application fee and a \$700 escrow deposit.
 - Fee structure is based on our current fees and the fact that 'large' events will require multiple visits from the zoning administrator and multiple other agencies like fire and police.
- **Motion to approve the recommendation of a \$300 application fee and \$700 escrow deposit, as well as the application and license as presented, for the Outdoor Events Ordinance** was made by Jim Vander Veen, support by Phil DeLange.

Motion Carried

c. **Cemetery Lot Buy Back:**

- John and Laurnell Hoeksema applied to the Township to sell their previously purchased cemetery lots back to the township.
 - Lots were purchased for \$350 each
 - Buy back price would be \$450 each
 - Buy back price is dictated by the Cemetery Ordinance that states that lots are bought back at the current rate, not the purchase price.
- **Motion made to buy back the cemetery lots from John and Laurnell Hoeksema for \$450 each** was made by Greg Golembiewski, support by Phil DeLange.

Motion Carried 4-1

Nay: Vander Veen

d. **Consumers Energy Annual Street Light Reconciling:**

- Email and documentation were distributed with information concerning Consumers Energy working on changing the street lights from Mercury lights to LED lights.
 - Done automatically
 - No additional cost to the township
- Board decided that there was no need a resolution for the reconciliation notices.

e. **Long-Range Capital Outlay Expenditures:**

- Fire Chief, Kurt Gernaat, presented the list of Potential Long-Range Capital Expenditures that the Board should begin considering as necessities in the township's future.
 - This is not a complete list
 - Asked for any additional input
 - Working document that can change in priority
 - Hard to determine the 'estimated cost' of a project that may not take place for 5+ years.
 - Provides Board with an ongoing list of items that are potentially needed by the township.

f. **North-side Employee Entrance:**

- Fire Chief Gernaat presented the quotes for the conversion of the north-entrance door to an employee entrance.
 - Cement
 - Mark Dykstra Concrete
 - Walkway and Labor = \$1,445.00
 - Snowmelt System
 - Town & Country Group
 - Option #1
 - ✓ \$3,208.00
 - Option #2
 - ✓ \$4,561.00
- ***Motion made to approve the cement work and Option #1 of the snowmelt system, as presented, for the north-side employee entrance was made by Phil DeLange, support by Jim Vander Veen.***

Motion Carried

g. **Bruggink Rezone Ordinance 2019-05.01:**

- Rezone from AG-R1
- ***Motion to approve Ordinance 2019-05.01 was made by Phil DeLange, support by Robin Overway.***

Roll Call:

Yea: Vander Veen, DeLange, Overway
Vanden Berg, Golembiewski

Nay: none

h. **Koetje Developers – Beld Farm Rezone Ordinance 2019-05.03:**

- Trustee Vander Veen highlighted the ordinance.
- Developer, Randy Koetje was in attendance to explain their plans for the parcel.
- Rezone from AG-R1 to R2 conditional.
- ***Motion to approve Ordinance 2019-05.03 was made by Bill Vanden Berg, support by Phil DeLange.***

Roll Call:

Yea: DeLange, Overway, Vanden Berg, Golembiewski
Nay: None

Abstain: Vander Veen (Seller's agent)

i. **Ordinance 2019-05.02:**

- Zoning ordinance prohibiting all recreational marihuana establishments in Blendon Township.
 - Drafted by the Township Planner, Andrew Moore and Township Attorney, Jim Scales
 - Does not affect medical marihuana
 - Does not prohibit personal use as granted by law
- ***Motion to approve zoning ordinance 2019-05.02, prohibiting all recreational marihuana establishments in Blendon Township was made by Bill Vanden Berg, support by Robin Overway.***

Roll Call:

Yay: Vander Veen, DeLange, Overway
Vanden Berg, Golembiewski

Nay: None

j. **Office Furniture Fire Station 2:**

- Chief Gernaat presented the quote for approval.
- Quote submitted by West Michigan Office Interiors.
 - Three workstations for Captain and (2) Lieutenants
 - \$2,459.63 total
 - This is within the budgeted amount set aside for the office
- Chief Gernaat also checked with the factory outlet stores of Haworth, Herman Miller and Kentwood Office Supply.
 - There was nothing to fit the space.
- Life expectancy of the new office furniture is 20+ years.
- ***Motion to approve the quote from West Michigan Office Interiors for new office furniture for Station 2 was made by Phil DeLange, support by Greg Golembiewski.***

Motion Carried

k. **Township-Fire Department Highlight News Letter:**

- To be printed and sent out with the Summer Property Tax Statements
- Stan Taylor is composing the newsletter
- Needed by June 1

15. Information / Correspondence:

- a. None

16. Public Comments on Items on the Agenda:

- Cindy Meurer-Kukic, of 9440 – 56th Ave, addressed the Board stating that she is ‘vehemently opposed’ to having a township manager.
- Bernadette Schafer addressed Trustee Vander Veen about the specifics of his conversation with Zeeland Township.
 - Trustee Vander Veen stated it was just a ‘general discussion’, they did not get into specifics.

17. Upcoming Events:

- a. Planning Commission Meeting: June 4, 2019
- b. Township Board Meeting: June 17, 2019

18. Adjournment:

- a. With no other business to be brought before the Board, the meeting was adjourned at 8:55 pm.

Recorded by Tina Vander Schuur
Submitted by Robin Overway, Township Clerk

DRAFT