

Blendon Township
Board Meeting Minutes
November 18, 2019

1. **The meeting was called to order** at 7:00 pm by Township Clerk, Robin Overway
 - a. ***Motion to appoint Treasurer, Greg Golembiewski, as the moderator of tonight's meeting due to the absence of Supervisor, Bill Vanden Berg.***
Roll Call: Yay: Robin Overway, Stan Taylor, Paul Blauwkamp, Greg Golembiewski
Nay:
2. **Invocation** was given by Trustee, Paul Blauwkamp
3. **The Pledge of Allegiance** was recited by attendees.
4. **Roll Call:** PRESENT: Robin Overway, Clerk
Greg Golembiewski, Treasurer
Stan Taylor, Trustee
Paul Blauwkamp, Trustee
ABSENT: Bill Vanden Berg (absent with notice)
ATTENDING: Kurt Gernaat, Fire Chief
Tina Vander Schuur, Administrative Assistant
5. ***Motion to approve the agenda*** was made by Stan Taylor, support by Robin Overway with the following amendments:
 - o *Addition of item 13d: New Board Appointments*
 - o *Addition of item 13e: Resolution 19-02; Public Comments Procedures*Motion Carried 4-0
6. ***Motion to approve the October 21, 2019 meeting minutes*** was made by Paul Blauwkamp, support by Stan Taylor.
Motion Carried 4-0
7. ***Motion to approve the invoices*** dated October 22, 2019 through November 18, 2019, was made by Stan Taylor, support by Paul Blauwkamp.
Motion Carried 4-0
8. **Public Comment for items not on the agenda:**
 - a. 5 people spoke
 - o Jerry Hammond: 6061 Port Sheldon St.
 - Commented on the letter that they distributed
 - Commented on proposed township manager position
 - o Bernadette Schafer: 5134 Fillmore St
 - Addressed the letter distributed by the Hammonds and availability of collected information.
 - o Pam Hammond: 6061 Port Sheldon St
 - Questioned the cancellation of the Emergency Services Board meeting.

- Ginger Meurer: 7004 – 72nd Ave
 - Stated the Blendon Drain needs to be cleaned out
- Glen Nykamp: Zeeland Charter Township Supervisor
 - Addressed the Board about options for paving New Holland St.
 - Trustee Paul Blauwkamp will follow-up with Glen Nykamp

9. Treasurer's Report:

- As Submitted

10. Clerk's Report:

- As Submitted

11. Supervisor's Report:

- None Submitted

12. Monthly Reports:

- a. Fire Department Activity Report
 - As Submitted
- b. Police Activity Report
 - As Submitted
- c. Assessor Report
 - None Submitted
- d. Cemetery Sexton Report
 - None Submitted
- e. Building Permit Report
 - As Submitted
- f. Building and Grounds Report
 - As Submitted
- g. Preliminary Planning commission Minutes
 - As Submitted
- h. ZBA Minutes
 - None Submitted

13. New Business:

a. **Zoning Text Amendment Ordinance 2019-11.01**

- Trustee Paul Blauwkamp highlighted the Ordinance
 - 5-month process
 - Sub-committee formed
 - Lengthy discussion in the Planning Commission
 - Changes to set-backs, open space, and streamlining the process
- ***Motion to approve Ordinance 2019-11.01, an amendment to the text of chapter 12a of the Blendon Township Zoning Ordinances, was made by Stan Taylor, support by Paul Blauwkamp.***

Roll Call: Yay: Golembiewski, Overway, Blauwkamp, Taylor
Nay:

Absent: Vanden Berg

Motion Carried 4-0

b. **Street Light 96th and Tyler:**

- Kurt Gernaat presented
 - Resident complained that this intersection/corner is very dark and hard to find at night.
 - Board agreed.
 - Ask Supervisor Vanden Berg to check on the cost of installing a light at that corner.

c. **Old Office Furniture:**

- Many old office chairs and miscellaneous items taking up valuable storage space.
- Items can be sold but cannot be donated
- In the past, items were brought to Miedema Auctioneering to be sold.
- Board agreed to have Fire Chief Gernaat bring all existing items to Miedema Auctioneering.

d. **Township Board and Committee Appointments:**

- Emergency Services Board:
 - Treasurer Golembiewski to remain on board
 - Checking with Township Attorney, Jim Scales, to see if there are allowed to be 2 Township Board member on the ESB
 - If allowed, then Trustee Stan Taylor will remain on the ESB as well.
- Board of Review:
 - Both Paul Blauwkamp and Stan Taylor need to be replaced.
 - Trustee Taylor will be approaching possible candidates
- Zoning Board of Appeals:
 - Need a Planning Commission Representative to serve on the Board
 - Trustee Blauwkamp, who is the Board rep to the Planning Commission agreed to also be the Planning Commission rep to the ZBA.
- Compensation Committee:
 - Stan Taylor needs to be replaced
 - Ginger Meurer agreed to be considered
 - Kevin Peters agreed to be considered
- Parks Committee:
 - Need a Board Representative

e. **Resolution 19-02 - Procedures for Public Comment at Open Meetings:**

- Adopted by the Township Board September 19, 2002
 - Resolution 19-02 is still in effect
- The resolution was read aloud, specifically noting the 3-minute allotted speaking time.
- Per the wording on the resolution: the listed statement will be placed on all agenda's going forward.

14. **Old Business:**

a. **Delineation of Responsibilities:**

- Trustee Stan Taylor updated the Board on what has taken place since the last meeting.

- All elected officials and staff submitted their list of duties and responsibilities.
 - Trustee Taylor held personal interviews with each staff member.
 - There are many 'organizational challenges'
 - The Board needs to work to create functional job descriptions
 - Per the 02.23.2018 Township Board Meeting Minutes Kurt Gernaat's job breakdown and responsibilities were clearly spelled out.
 - As of 02.23.2018 Kurt is responsible for the following jobs:
 - Fire Chief
 - Human Resources Coordinator
 - Building and Grounds
 - Provide Zoning Oversight
 - ***Motion to reaffirm Kurt Gernaat's job breakdown and responsibilities with a 60-day review, as approved on 02.23.2018, was made by Paul Blauwkamp, support by Robin Overway.***
- Motion Carried 4-0
- Per Kurt Gernaat's job responsibilities, Trustee Taylor would like Kurt to orchestrate a meeting between all staff and the board for the following reasons:
 - Discuss office environment issues
 - Discuss the functional responsibilities
 - Who is responsible for what job/tasks?
 - The Township Board will review in 60-days with follow-up interviews to see if there are any changes to the current office culture.

b. **Trustee Memorial Garden Update:**

- Sub-committee has been formed:
 - Trustee Paul Blauwkamp
 - Trustee Stan Taylor
 - Kevin Peters
- Have not met yet
- Planning on meeting in the next month

c. **Resolution for Late Trustee's Vander Veen and DeLange Update:**

- Trustee Stan Taylor originally agreed to write the resolutions for the late Trustees.
 - In hopes of making the resolutions personal for each Trustee; Trustee Taylor does not feel that he knew either of the men that well and asked the Board and residents for suggestions to be included in the resolutions.
 - Kurt Gernaat, Paul Blauwkamp and Robin Overway agreed to help.

d. **Township Newsletter Update:**

- Trustee, Stan Taylor, is waiting for a reply from the post office.
- Update to follow at next month's meeting.

e. **Future Park Update:**

- Board needs to decide if we will be moving forward on the construction of a park.
- Board member needs to reach out to the donor of the funds
 - Trustee Stan Taylor and Fire Chief Kurt Gernaat will have a conversation with the donor.

f. **Fund Balance Account for Future Needs:**

- Continued Discussion
- Treasurer Golembiewski recommended using the current invested funds towards future capital outlay projects.

15. **Information / Correspondence:**

- a. Ottawa County Road Commission Traffic Counts
 - Talk to the county about traffic light options

16. **Public Comments for items that were on the agenda:**

- a. 1 person spoke:
 - Ginger Meurer: 7004 – 72nd Ave
 - Street light at 72nd and Port Sheldon intersection

17. **Upcoming Events:**

- a. Planning Commission Meeting – **December 3, 2019 @ 7:00 pm**
- b. Township Board Meeting – **December 16, 2019 @ 7:00 pm**

18. **Adjournment:**

- a. With no other business to be brought before the Board, a motion to adjourn at 8:38 pm was made by Paul Blauwkamp, support by Stan Taylor.

Motion Carried 4-0

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