

Blendon Township
Board Meeting Minutes
September 20, 2021

1. **The meeting was called to order** at 7:00 pm by Supervisor, Kevin Peters
2. **Invocation** was given by Trustee, Don Vander Kuyl
3. **The Pledge of Allegiance** was recited by attendees.

4. **Roll Call: PRESENT:** Kevin Peters, Supervisor
Greg Golembiewski, Treasurer
Jeff Meyer, Trustee
Don Vander Kuyl, Trustee
Robin Overway, Clerk

ATTENDING: Kurt Gernaat, Fire Chief

5. **Motion to approve the agenda** with the following changes was made by Don Vander Kuyl, support by Robin Overway
 - o *New Business: Current items (a)-(e) shift to become (b)-(f)*
 - (a) now becomes Williams & Works non-motorized bike path bid Presentation
 - (g) Cemetery

Motion Carried 5-0
6. **Motion to approve the August 16, 2021, meeting minutes** with the following change, was made by Greg Golembiewski, support by Jeff Meyer:
 - o *Roll Call: Robin Overway was present, not absent*

Motion Carried 5-0
7. **Motion to approve the invoices dated August 17, 2021, to September 20, 2021,** was made by Greg Golembiewski, support by Don Vander Kuyl.

Motion Carried 5-0
8. **Public Comment for items on the agenda: None**
9. **Treasurer's Report:**
 - o As Submitted
 - o Taxes not considered late
10. **Clerk's Report:**
 - o As Submitted
11. **Supervisor's Report:**
 - o Verbal
12. **Monthly Reports:**
 - a. Fire Department Activity Report
 - o None Submitted

- b. Building Permit Report
 - As Submitted
- c. Building and Grounds Report
 - None Submitted
- d. Preliminary Planning Commission Minutes
 - As Submitted
 - Highlighted by Trustee, Jeff Meyer

13. New Business:

a. **Williams & Works Bid Presentation**

- Bids were opened at 11:00 am on 9/20/2021 for the non-motorized path that will be installed on the south side of Port Sheldon, from 48th Avenue west ending at the South Blendon Vista Apartments.
- Brandon Mieras was present from Williams & Works to present the bid recommendations.
 - Two bids were received:
 - Riverworks Construction: \$141.70 / linear foot
 - Georgetown Construction: \$181.44 / linear foot
 - Concerns were expressed on the large difference between what Williams & Works had estimated the cost of the project and the bids that were presented.
 - Kurt Gernaat stated that the South Blendon Vista developer, Randy Koetje, expressed concern that the township may be pushing the process along too quickly and that may limit the number of bids that are received.
 - SBV developer will be paying for 760 of the 1270 linear feet of the project.
- Board discussion ensued
- ***Motion was made by Don Vander Kuyl, support by Greg Golembiewski, to reopen the bidding process contingent upon the completion of the following items:***
 - *Securing the needed easements for the four properties that the non-motorized path will cross.*
 - *Securing all necessary permits from Ottawa County*
 - *Securing a signed payment agreement from South Blendon Vista Developer, Randy Koetje.*

Motion Carried 5-0

b. **Ordinance 2021-09.01**

- Rezone Request AG-R1
- James Overweg, owner, Great Lakes Excavating is applicant
- Corner of 88th and Taylor
- Curtis Moran of Great Lakes Excavating was in attendance
- ***Motion to approve Ordinance 2021-09.01 the rezone of parcel #70-13-05-300-021 from AG to R1 was made by Don Vander Kuyl, support by Jeff Meyer.***
 Roll Call: Yes: Peters, Golembiewski, Meyer, Vander Kuyl, Overway
 No:

Motion Carried 5-0

c. **Water Master Plan:**

- Trustee and Planning Commission Liaison, Jeff Meyer, reported that the Planning Commission was supportive of the proposal, they would like to see Section 19 added and they would like to it to be coordinated with the update of the Master Plan.
- Inquire into available funds from Ottawa County that are available to help support infrastructure development.
- ***Motion to approve the proposal the development of a municipal water master plan as submitted by Prein & Newhoff, with the addition of Section 19, was made by Don Vander Kuyl, support by Greg Golembiewski***

Motion Carried 5-0

d. **Borculo Community Center Discussion:**

- Administrative Assistant, Dyanna Solis, prepared the following new forms based on the information provided by the Board at the August meeting:
 - Rental Agreement
 - Rules and Regulations
 - End of Event Checklist
- Per August discussion, Township Attorney, Jim Scales, was asked if limiting the rental of the Community Center to residents only would open the township up to potential lawsuits?
 - Jim Scales stated that there is no prohibition against renting the community center to Township residents only.
- A large number of our rentals are from non-residents.
 - A large amount of the damage and lack of clean-up is caused at the events of non-residents.
- Board discussed readdressing the 'resident only rentals' in 6-12 months to see if the fee increase has deterred the lack of clean-up that is currently taking place.
- ***Motion to approve the Rental Agreement, Rules and Regulations and End of Event Checklist, as presented was made by Kevin Peters, support by Greg Golembiewski.***

Motion Carried 5-0

e. **Payroll System Comparisons:**

- Currently using ADP for payroll
- Considering switching to BS&A Payroll System.
- Administrative Assistant, Tina Vander Schuur, presented the comparison
 - Based on 47 employees
 - Current annual cost of ADP managed payroll: \$10,997
 - Cost to purchase BS&A payroll and timesheets module, including transfer from ADP, project management, implementation, in office set-up and training is \$17,460 (one-time fee)
 - Annual ongoing total cost: \$1,670.00
- ***Motion to approve the switch from ADP to BS&A, as presented, effective January 1, 2022, was made by Kevin Peters, support by Don Vander Kuyl.***

Motion Carried 5-0

f. **Employee Handbook:**

- Administrative Assistant, Tina Vander Schuur, presented a draft of a new Blendon Township Employee Handbook.
- A list of potential changes and edits were also included.
- Supervisor Peters instructed the Board members to go through the draft before the next meeting and note and questions, changes, or clarifications that need to be discussed.
- ***Motion to table the approval of the new Blendon Township Employee Handbook until the October Board Meeting was made by Kevin Peters, support by Don Vander Kuyl.***

Motion Carried 5-0

g. **Cemetery:**

- Kurt Gernaat presented
 - Many years ago, four lots were purchased by a couple for themselves, their only child and that child's spouse.
 - The couple has since passed away and were mistakenly buried in the center two lots of the block.
 - The child and their spouse would like his parents moved to their correct spots so he and his spouse may be buried next to each other.
- ***Motion to correct the incorrect burial location at the cost of the township was made by Don Vander Kuyl, support by Kevin Peters***

Motion Carried 5-0

14. **Old Business:**

a. **Township Manager:**

- Supervisor Kevin Peters asked for the Board's opinion on a draft of an August 2019 Ordinance Drafted by township attorney, Jim Scales, for the potential position of a township manager.
 - Vander Kuyl: Agrees with the ordinance draft as it's written
 - Golembiewski: Feels we should move forward. Questioned if there is any thought of a Deputy Supervisor.
 - Overway: Feels that there are capital projects that need to be done and future planning that needs to happen. Stated that the selection process is going to be very important.
 - Meyer: Question Supervisor Peters to what he has heard in the last year. Started on the Board not in favor of this position but now is seeing a need for it. Feels that a detailed job description needs to be created.
 - Peters: Feels that it will bring continuity and consistency. Thinks the money spent on the new position will be well worth it. We need to look at the long-term. Feels that we should move forward with position.
- Supervisor Peters will consult Jim Scales to get the Ordinance draft cleaned up and ready for the October meeting.

b. **Budget vs. Actual Report with Explanation**

- As Submitted

15. Public Comments for items that were not on the agenda:

- Bruce Costen asked if the township will have to pay for the easements that it is trying to obtain from the four residents for the proposed non-motorized path.

16. Correspondence for Information Purposes:

- a. Revenue from timber harvesting, provided by Brett Kuipers from Michigan Forestry
- b. Fire chief, Kurt Gernaat, informed the Board that he was able to pick up the new fire truck last week. It is currently in having the lettering added.

17. Upcoming Events:

- a. Planning Commission Meeting – October 5, 2021
- b. Township Board Meeting – October 18, 2021

18. Adjournment:

- a. With no other business to be brought before the Board, a motion to adjourn at 9:15 pm was made by Robin Overway, support by Don Vander Kuyl.

Motion Carried 5-0

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