

Draft

Vergennes Township

Regular Meeting of the Township Hall-10381 Bailey Dr., Lowell, MI 49331

April 15, 2019

MINUTES

The meeting was called to order by Tim Wittenbach at 7:00pm.

Roll Call- Wittenbach, Mork, Hoffman, and Rasch, Gillett were present. None absent.

The agenda was approved with a motion from Hoffman seconded by Rasch, All members voted yes. **Motion carried.**

The March 18, 2019 Regular Board Meeting minutes were approved as presented with a motion from Gillett, seconded by Hoffman. All members voted yes. **Motion carried.**

The treasurer's report was read. Gillett motioned to pay the bills as presented, Mork seconded. All members voted yes, **Motion carried.**

Public Comment

Sandy Graham introduced herself as the new Englehart Kent District Library Branch Manager and provided a one page report to the Board.

Old Business:

1. **Township Hall Building Update:** - The Environmental Study Phase I study was completed and no known issues on the property were noted. Insect and Rodent inspection was completed. Roosien will complete a survey of the property. Doezema is working on a closing date.
2. **Fire Commission Member Agreement Revision Action Request-** Tabled from March- the Board discussed this agreement. Wittenbach motioned to enter into the agreement revision. Mork seconded. A Roll Call vote was taken. Mork, Wittenbach, Hoffman, Rasch and Gillett each voted yes. None voted no. **Motion carried.**

New Business:

1. **Red Barn Market- Amend their Special Exception Use Permit (SEUP)- request for Small Wine Maker & Tasting Room Licenses-** The Red Barn Market is requesting to make hard cider at the Market and have tasting of what they will make. By ordinance, a public hearing must be held to make a change to the SEUP. Gillette motioned to schedule a Public Hearing for May 20th. Rasch seconded. All members voted yes. **Motion Carried.**
2. **Planning Commission Vacancy-** There were four applications to fill the vacancy left by the resignation of Peggy Rosema on the Planning Commission. Wittenbach nominated Jeff Hoffman to fill the vacancy. The Board held discussion about changing the number of Planning Commission members from

- a five member Planning Commission to seven members. Gillette Motioned to approve Jeff Hoffman to fill the vacancy on the Planning Commission. Rasch seconded. All members voted yes. **Motion Carried.** Gillett motioned to move the Planning Commission from a five member board to a seven member board. Wittenbach Seconded. Jeanne Vandersloot will draft the resolution language to be reviewed at the May meeting. All voted yes. **Motion carried.**
3. **Kent County Road Commission- Bailey Drive- Boynton to Parnell Project-**
The Kent County Road Commission gave an estimate cost of the project at \$314,000 for surface maintenance and restoration. This will be split 50% paid by the KCRC and 50% paid for by the Township. The Township's portion will be \$157,000. Wittenbach is awaiting final financing terms. The Township held discussion and would like to pay over two or three years. Gillette motioned to approve the project with a finance plan of two to three years. Hoffman seconded. All members voted yes. **Motion carried.**
 4. **MTA- optional nonpartisan election bill-** Wittenbach motioned to oppose legislation that would allow township boards the option to have its elected offices appear as nonpartisan on the ballot. The Board held discussion. Hoffman seconded. A Roll Call vote was taken. Wittenbach, Hoffman, Mork Gillett and Rasch all voted yes. None voted no. A roll call vote was taken. Rasch –Yes, Wittenbach-Yes, Mork-Yes, Hoffman-Yes, Gillett-Yes. None voted no. **Motion carried.**
 5. **Headlee rollback – discussion –** The Board discussed the Headlee Rollback. No official action needed.
 6. **Designation of Township Attorney, Auditor, Engineer, and Planner-**
Wittenbach motioned to use Jim Doezema with Foster Swift as the Township attorney, and Chrystal Morgan as the attorney for any assessing needs. Gillett seconded. All voted yes- **Motion Carried.** Hoffman motioned to approve Dave Austin with William & Works as the Township engineer, Gillett seconded. All voted yes. **Motion Carried.** Mork motioned to approve Hungerford Nichols as the designated auditor, but will submits RFP for the 2019/2020 year. Gillett Seconded. All voted yes. **Motion carried.** Mork motioned to keep Andy Moore from Williams & Works as the Township planner. Gillett seconded. All voted yes. **Motion carried.**
 7. **Approval of Designated Depository Institutions-**Mork motioned to use Merchantile, Fifth Third, Kent County Money Max, Michigan Class as designated Depository institutions for the Township. Gillett seconded. All members voted yes. **Motion Carried.**

Zoning Administration report

Public Comment- None

Adjournment 8:01 p.m. - Next Regular Meeting- May 20, 2019

Recommended Budget Amendments - March 18, 2019

Revenue Accounts

101-000-480	Cascade Permits	
Raise by \$858 to \$5858		additional permits
101-000-608	Tax Collection Fee	
Raise by \$403 to \$8603		additional fees collected
101-000-609	Zoning Fees	
Raise by \$650 to \$1650		additional fees collected
101-000-643	Cemetery Lots	
Raise by \$70 to \$1270		additional lots sold
101-000-644	Burial Fees	
Raise by \$1925 to \$4425		Burials
101-000-665	Interest Earnings	
Raise by \$1791 to \$4291		Better interest rates
101-000-697	Franchise Fees	
Raise by \$1374 to \$16,374		additional fees collected
101-000-698	Reimbursements & Refunds	
Raise by \$780 to \$2280		additional reimbursements

Expenditure Accounts

101-191-703	Elections Assistant	
Raise by \$1215 to \$1215		Unbudgeted expenses for Elections Administration
101-201-805	Audit Fees	
Raise by \$800 to \$9,800		Additional services
101-248-806	Network Security & Consulting	
Raise by \$2186 to \$4186		See IT realignment suggestion notes
101-248-907	BS&A GL, PR, AP	
Raise by \$132 to \$5132		Included Access My Gov - See IT realignment suggestion notes
101-276-801	Burials	
Raise by \$1575 to \$4075		Increase in number of burial fees
101-276-956	Cemetery Miscellaneous	
Raise by \$960 to \$1460		Bailey Sign, return of spaces
101-371-703	Clerical – Building Dept.	
Raise by \$4030 to \$6530		Reassessment of hours/time required
101-451-930	Minor Construction	
Raise by \$20,000 to \$20,000		McPherson Limestone- project added during fiscal year
101-536-920	Hydrant Mai`nt	
Raise by \$500 to \$4700		Increase in number of hydrants
101-536-921	Sewer/Drain Projects	
Raise by \$320 to \$1,520		additional increase due to assessment
101-801-806	Zoning Ord Amendments/Master Plan	
Raise by \$4,143 to \$7,143		Additional work

101-951-911 Insurance and Bonds

Raise by \$1,062 to \$10,562

Cost increase