

VERGENNES TOWNSHIP BOARD
Regular Meeting Minutes
March 10, 2003

The regular meeting of the Vergennes Township Board was called to order by Tim Wittenbach at 7:00 p.m.

Members Present: Tim Wittenbach - Supervisor
 Mari Stone - Clerk
 Jean Hoffman - Treasurer
 Vern Nauta - Trustee
 Al Baird - Trustee

Nauta, seconded by Stone, made a motion to accept the agenda as amended with the additions of the following items: Lake Michigan Real Estate and Employee Review. **Motion carried** The minutes of the Township Board Special Meeting held February 26, 2003 and minutes of the regular Township Board Meeting held February 17, 2003 were approved as presented. Treasurer's report accepted as presented. Motion by Nauta, seconded by Stone, to approve bills as presented. **Motion carried.** Stone noted that the Kent County Road Commission 2002 gravel/Minor Construction projects paid to date.

Public Hearing: 2003-04 Proposed Budget

Opened: 7:10 p.m.

Wittenbach summarized the budget revenues and expenditures, noting that less funding will be received from State Revenue Sharing. Total revenues projected: \$440,835.00. It was noted that the figure (\$2,000) for New Equipment may have to be amended if a new copier becomes necessary, and that the Tax Administration figure of \$11,000 may need to be amended when the county PTAS system is complete and final figures are available. Total projected expenses: \$494,195.00. There were no public comments.

Closed: 7:15 p.m.

Unfinished Business

1. **Fire Department.** Brian Kimble presented supporting documents for the National Fire Prevention Code (NAP1) as well as information on how to adopt and what to adopt. Enforcement of a written violation will entail 30 days to fix violation or up to 120 days with an action plan. If after deadline, no reasonable progress, Fire Department turns over enforcement to public entity. If immediate safety concern, Fire Department shuts down business. Fire Department would like to be informed of applications for any pyrotechnic displays before permit issued. Stone indicated Township will adopt by resolution but will check with MTA on adoption procedures as well as coordinating with City of Lowell and Lowell Township.

New Business

1. **Lake Michigan Real Estate** – Tom Lindemulder had written to request the Township Board amend the PUD ordinance in its calculations for lots v. PUD open space (gross acreage divided by open space) to allow for smaller lots as the main acreage at his 154 acre development is public use - Arrowhead Golf Course. Lindemulder's development doesn't qualify for Open Space Ordinance – excluded because of golf course. Lindemulder needs 50 lots to justify investment. 10 home site difference by amending ordinance. Current standard of 15-20% for street development is the difference between 40 and 50 lots. Board members noted that possibly this could be a unique or special situation – no other golf course within Vergennes Township. Nauta stated that perhaps in PUD developments a bonus could be included when a public area is involved. Stone indicated the

Board would need to set up a work session with the Planning Commission including Jay Kilpatrick and possibly Township Engineer to look at the request. Lindemulder stated that he is not under any pressing time constraints.

2. **Budget Amendments.** Several unexpected items in the 02-03 budget necessitate amendments. Motion by Hoffman, seconded by Stone, to amend 2002-03 budget to include the following:

- New equipment – 101-265-977 increase by \$2,044 from \$3,250 to \$5,294.
- Insurance & Bonds – 101-951-911 increase by \$1,385 from \$8,000 to \$9,385.
- Miscellaneous – 101-951-956 increase by \$2,033 from \$1,000 to \$3,033.
- Tax Administration – 101-951-957 increase by \$2,126 from \$11,000 to \$13,126.

Motion approved.

3. **Adoption of 2003-04 Budget.** Discussion on the proposed budget resulted in suggestion to raise accounts 101-248-726 Office Supplies & Postage to \$5,000 (from \$4,500), and 101-248-901 Printing & Notices to \$5,000 (from \$4,500). Hoffman made a motion, seconded by Nauta, to adopt 2003-04 Budget as noted and presented (attached). **Motion carried.**
4. **Community Development Block Grant Amendments.** Lowell Sr. Neighbors need funds for operations and programs at Lowell Senior Center. Asking for Community Development Block Grant funds. Township will receive another approximately \$15,000 allocation of Community Development Block Grant dollars in 2004, and Stone had been informed that it is possible to borrow into the future. Motion by Baird, seconded by Hoffman, to allocate \$3,000 of Community Development Block Grant dollars to the Lowell Senior Center. **Motion carried**

Discussion and explanation of additional costs on Alton Project. Stone outlined the allocated amounts to date - \$18,000 for Phase 1 which included Winter Troutwine original contract; \$4,812.00 allocated for additional work including a master plan/feasibility study; latest allocation in the amount of \$16,800 for additional exterior work with a total allocation to date of \$39,612.00. According to Community Development personnel, there is a shortfall of \$2,108.50, with the total cost of the project at \$41,750.00. Also, Mugen Construction needs a signed contract, and the Winter-Troutwine contract needs amending.

Motion by Stone, seconded by Nauta, to amend contract with Winter Troutwine to include \$553.50 amount over and above original \$8,532.00. **Motion approved.**

Motion by Hoffman, seconded by Stone, to approve Mugen Construction contract in the amount of \$32,635.00 which will complete the project. **Motion carried.**

Motion by Stone, seconded by Nauta, to allocate further Community Development Block Grant funds in the amount of \$2,108.50 for the Alton Project. **Motion approved.**

Motion by Wittenbach, seconded by Stone, to amend the Hope Network contract and allocate an extra \$1,000 from Community Development Block Grant funds for a new amount of \$4,000. **Motion carried.**

According to Stone's calculations, \$6,108.50 total funds have been allocated to date from future (next year's) allocations of Community Development Block Grant funds.

Some discussion regarding Fallasburg Historical Society's Mill project allocation, and the wisdom of procuring a feasibility study rather than an archeological study at the mill site, or possibly

undergoing a master plan to give direction for the whole project. The Society will be attending the April Board meeting to address this issue.

Stone noted that there are many other historical projects within Vergennes Township that deserve attention. She commented that she would like to see the Historical Commission meet on a more regular basis and begin this work. Historical Commission terms are up for renewal in April.

5. **David Yomtoob – Tower Co-location.** Yomtoob put together a suggested cell tower document using ordinances from other municipalities and his own ideas. Current ordinance requires following special use permit process each time an antenna is added to a tower. Discussion ensued, and Yomtoob agreed to clarify some of the language in his suggested document for study by the Planning Commission. Motion by Nauta, seconded by Stone, to send Yomtoob's cell tower document to the Planning Commission for their review. **Motion approved.**
6. **Planning Commission Recommendations:**
 - **Bowen Private Road – Sky High Drive.** Motion by Baird, seconded by Nauta, to approve Bowen Private Road-Sky High Drive pending DEQ approval/permit and procurement of a driveway maintenance agreement as recommended by Township Attorney. **Motion carried.**
 - **Home Based Business Ordinance.** Motion by Nauta, seconded by Baird, to approved Home Based Business Ordinance 2003-3 as recommended by Planning Commission. **Roll Call Vote – Yes: Baird, Nauta, Hoffman, Stone, Wittenbach.** Motion by Stone, seconded by Nauta, to approve the zoning compliance permit application form for home occupations with an application fee of \$25.00, and raise fee for Zoning Ordinance Book to \$15.00. **Motion approved.**
7. **Assignment of Clerical Assessing Position.** Motion by Hoffman, seconded by Stone, to assign Star Palasek to the clerical assessing position. Motion carried.
8. **Employee Review.** Nauta discussed concern that whenever an employee receives a raise, that employee needs to be subject to an annual review by head of their department. This would ideally create more accountability, give opportunity to discuss job qualifications and performance, and improve communications between the parties. Nauta supported the creation of a township employee/policy booklet similar to some of the surrounding townships.

Citizens Comments

There were none. 2003 Road Commission dinner/meeting to be held April 2, 2003. Wittenbach and Baird to attend. Vergennes Township Board members have been invited to a ground-breaking ceremony for the new elementary school to be held on March 31, 2003 at 5:30 p.m.

Meeting adjourned at 9:25 p.m.

Respectfully submitted,

Mari Stone, Township Clerk