

Minutes of the Regular Meeting  
Robinson Township Board of Trustees  
December 11, 2024 at 7:00 PM  
12010 120<sup>th</sup> Ave, Grand Haven, MI 49417

Present: Adam MacMillan, Penni DeWitt, Jamie Tubergen, Steven Ambrose, Ben Ipema.  
Also present: Attorney Sophie Stoepker in place of Attorney Ron Bultje. There were 18 members of the public present.

**Call to Order:** The meeting was called to order at 7:00 p.m. by Supervisor MacMillan.

The pledge of Allegiance was recited followed by the invocation given by Supervisor MacMillan.

Motion made by Tubergen, supported by Ambrose to approve the Agenda. Item 6g was added to new business to accept Fire Chief Paul Van Velzen's retirement letter. Motion carried.

Tubergen made a motion, supported by Ambrose to approve the minutes of the November 13, 2024 Regular Board Meeting as presented. Motion carried.

Rules for public comment were posted on the Agenda; Supervisor MacMillan solicited public comment. No public comments were made.

**New Business:**

Motion made by Ipema, supported by Ambrose to approve MTA (Michigan Township Association) training cost for new board members in the amount of \$750.00. Motion carried.

Motion made by DeWitt, supported by Tubergen to approve the 2025 Road Brining Cost.  
Roll call vote: Ambrose – Yes; DeWitt – Yes; Ipema – Yes; MacMillan – Yes, Tubergen – Yes. Motion carried.

Motion made by DeWitt, supported by MacMillan to add users (Jamie Tubergen, Penni DeWitt, Rebecca Brodie, Shelley Witte) to Township bank accounts. Motion carried.

Motion made by Tubergen, supported by Ipema to purchase turnout gear for firefighters in the amount of \$7,000.00. Chief VanVelzen explained that this is for two new firefighters and that typically two sets are purchased every year, with a life span of approximately 10 years. Roll call vote: Ambrose – Yes, DeWitt – Yes, Ipema – Yes, MacMillan – Yes, Tubergen – Yes. Motion carried.

Motion made by MacMillan, supported by Tubergen to authorize Fresh Coast Planning to attend special meetings for a total cost of \$4,860.00. Shawn Martinie explained what the per meeting cost would be (\$405.00) with an estimate of 12 meetings lasting three hours (\$135.00/hour X 3 hours = \$405.00). Roll call vote: Ambrose – Yes, DeWitt – Yes, Ipema – Yes, MacMillan – Yes, Tubergen – Yes. Motion carried.

Motion made by MacMillan, supported by Ambrose to re-appoint Phil Crum to the Planning Commission through 2026. Motion passed. Motion made by MacMillan, supported by Ipema to appoint Steve Ambrose as board representative on the Planning Commission (taking the place of Travis Vugteveen). Motion passed.

Motion made by Tubergen, supported by Ipema to accept Fire Chief Paul Van Velzen's retirement letter (last day of 2/28/25). Motion carried.

**Other Business:**

Motion by MacMillan, supported by Tubergen to pay Township bills. Roll call vote: Ambrose – Yes, DeWitt – Yes, Ipema – Yes, MacMillan – Yes, Tubergen – Yes. Motion carried.

**Reports:**

Report by the new Treasurer, Jamie Tubergen, indicating that she continues to learn all aspects of the job. The new Clerk, Penni DeWitt, and Deputy Clerk, Bec Brodie, also continue to learn the varied job duties.

The Planning Commission is working on STR's (short term rentals); they are being very careful dealing with all the issues to avoid lawsuits; they will be submitting an annual report on the PC probably within the next month. Bill Maschewske (secretary of the PC) indicated they are working on the renewal for Mr. Marshall.

No report from NORA (Northwest Ottawa Recreation Authority), Zoning Administrator, or Park Board (just met the morning of 12/11/24). Library representative reported that the new book drop was installed, outreach has begun at assisted living centers, and the newsletter went out with expanded hours.

Chief Van Velzen reported that they had 28 calls in November consisting of 1 smoke investigation, 2 accidents; 2 fires, 2 wild fires, and 21 medical calls. He explained how the ambulance works with North Ottawa Community Hospital (now Trinity), and that many times they are short-handed and our department has to assist with drivers. We are one of seven counties that are contracted for services with NOCH. There is a meeting scheduled in January to address ambulance staffing issues.

Adjournment: Motion made by Tubergen, supported by DeWitt to adjourn the meeting at 7:36 pm. Motion carried.

Respectfully submitted,

Penni A. DeWitt  
Robinson Township Clerk