

Minutes of the Regular Meeting
Robinson Township Board of Trustees
February 12, 2025 at 7:00 PM
12010 120th Ave, Grand Haven, MI 49417

Present: Adam MacMillan, Jamie Tubergen, Penni DeWitt. Absent: Steven Ambrose, Ben Ipema.
Also present: Attorney Ron Bultje. There were 19 members of the public present.

Call to Order: The meeting was called to order at 7:02 p.m. by Supervisor MacMillan.

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

Motion made by MacMillan, supported by Tubergen, to approve the Agenda with the following changes: Board Appointments; Planning Commission Board; add Lydia Brown (to serve with Kathy Kuck) for 3 year term. Motion carried.

Motion made by MacMillan, supported by Tubergen to approve the minutes of the January 8, 2025 Regular Board Meeting with the following change: New Business; EGLE Project; "...for EGLE consent to enter **Robinson Township property only** for monitoring wells...". Motion carried.

Public Comment: Frank Johnson – sorry that the other two Board Trustees are not here; requested that elected officials walk next door to talk with the fire department personnel and keep the line of communication open.
Tom Shultz indicated he would like the public comment part of the meeting put back at the end of the meeting, the way it has been done all along.
Greg Kobrzycki – would like to see public comments at the beginning and the end of the meeting; provided feedback on the Pease process.
John May – Expressed dissatisfaction with snowplowing this year, noted the parking lot was not plowed before last month's meeting.

New Business:

Assessor - Joe Clark explained the 660 Audit in regard to PA390, poverty exemptions from taxation. He quizzed the Board members in regard to assessment rolls, Board of Review, SEV amounts, market value of properties, etc. Motion made by Tubergen, supported by DeWitt to adopt Resolution Number 2025-02-09 stating that the supervisor and Board of Review shall follow the policy and federal guidelines in granting or denying an exemption. Roll call vote: MacMillan – Yes, Tubergen – Yes, DeWitt - Yes. Absent: Ambrose, Ipema. Motion carried.

Pease Special Permit - Bill Maschewske indicated the Planning Committee met and went through all electrical details, water wells, lighting, and landscaping (to include trees). In November there were complaints in regard to the East side; landscaping plans needed to be submitted to the zoning administrator. A Google search was done on a complaint regarding commercial activity on the site; business had ceased in 2021. PC had concerns about the property line and dilapidated buildings (which turned out not to be owned by Pease). Legal counsel looked this over and suggested we mimic the PC motion. Motion made by DeWitt, supported by Tubergen to approve special use and site plan as applied for by Pease subject to the 1/28/25 PC minutes incorporating factors/conditions. Roll call vote: MacMillan – Yes, Tubergen – Yes, DeWitt - Yes. Absent: Ambrose, Ipema. Motion carried.

Township Personnel Officer (HR) for Township - Motion made by MacMillan, supported by Tubergen, to have the Supervisor and Treasurer act as joint personnel officers. Motion passed.

Fire Department Business –

A committee has been formed to hire a new Fire Chief. Motion made by Tubergen, supported by MacMillan, to appoint an interview committee for the Fire Chief, consisting of Adam MacMillan, Supervisor; Steve Ambrose, Trustee; Brian DeWitt, Olive Township Fire Chief; Steve Kempker, Ottawa County retired Sheriff; Bonnie Hayward, Township citizen. Motion passed.

Motion made by MacMillan, supported by Tubergen, to approve the quote submitted by McKellips & Sons Heating & Cooling to fix burners in the amount of \$4,655.00. Roll call vote: MacMillan – Yes, Tubergen – Yes, DeWitt - Yes. Absent: Ambrose, Ipema. Motion carried.

Meeting Schedule for 2025-2026 – Motion made by DeWitt, supported by Tubergen, to adopt the Wednesday evening meeting schedule at 7 pm for the second Wednesday of each month, commencing on April 9, 2025 and ending March 11, 2026. Motion passed.

Budget Amendments –

Motion made by MacMillan, supported by DeWitt, to adopt Resolution 2025-02-01 to increase account 206-336-72700-002 by \$1,000 and decrease account 206-336-95600-003 by \$1,000. Roll call vote: MacMillan – Yes, Tubergen – Yes, DeWitt - Yes. Absent: Ambrose, Ipema. Motion carried.

Motion made by MacMillan, supported by DeWitt, to adopt Resolution 2025-02-02 increase account 101-101-00000-000 by \$10,000 and decrease account 101-191-00000-000 by \$10,000. Roll call vote: MacMillan – Yes, Tubergen – Yes, DeWitt - Yes. Absent: Ambrose, Ipema. Motion carried.

Motion made by MacMillan, supported by DeWitt, to adopt Resolution 2025-02-03 to increase account 206-336-93000-002 by \$5,000 and decrease account 206-336-97000-001 by \$5,000. Roll call vote: MacMillan – Yes, Tubergen – Yes, DeWitt - Yes. Absent: Ambrose, Ipema. Motion carried.

Zeeland Tax Collection Letter – Motion made by MacMillan, supported by DeWitt, to sign the agreement for collection of 2025 Summer taxes at \$3.25 per parcel to be billed to and paid by the local school district. Roll call vote: MacMillan – Yes, Tubergen – Yes, DeWitt - Yes. Absent: Ambrose, Ipema. Motion carried.

Budget Meeting Dates – Motion made by Tubergen, supported by DeWitt, to set budget workshop date on March 17, 2025 and the budget public hearing on March 27, 2025 at 7 pm at the Robinson Township Hall. Motion carried.

Payment for Ceiling Repair – Motion made by DeWitt, supported by Tubergen, to pay Dan Kraai \$2,012 for drywall damage to the Township Hall ceiling due to a burnt pipe and leak. Roll call vote: MacMillan – Yes, Tubergen – Yes, DeWitt - Yes. Absent: Ambrose, Ipema. Motion carried.

Laptop Quote - Motion made by Tubergen, supported by DeWitt, to purchase a laptop for the Supervisor from KHC Technologies in the amount of \$1,375. The current PC will be repurposed. Roll call vote: MacMillan – Yes, Tubergen – Yes, DeWitt - Yes. Absent: Ambrose, Ipema. Motion carried.

Board Appointments; Planning Commission – Motion by Tubergen, supported by DeWitt, to approve the Supervisor appointment of two Planning Commission members, Kathy Kuck (filling a vacant seat) and Lydia Brown (current seat), for 3 year term starting in 2025. Motion passed.

Salaries for Elected Officials –

Supervisor - Motion made by Tubergen, supported by DeWitt, to adopt Resolution 2025-02-04 to affirm the annual salary of \$28,000 and \$100 for meetings beyond statutory duties effective 4/1/25. Roll call vote: MacMillan – Yes, Tubergen – Yes, DeWitt - Yes. Absent: Ambrose, Ipema. Motion carried.

Clerk – Motion made by MacMillan, supported by Tubergen, to adopt Resolution 2025-02-05 to affirm the annual salary of \$28,000 and \$100 for meetings beyond statutory duties effective 4/1/25. Roll call vote: MacMillan – Yes, Tubergen – Yes, DeWitt - Yes. Absent: Ambrose, Ipema. Motion carried.

Treasurer – Motion made by DeWitt, supported by MacMillan, to adopt Resolution 2025-02-06 to affirm the annual salary of \$28,000 and \$100 for meetings beyond statutory duties effective 4/1/25. Roll call vote: MacMillan – Yes, Tubergen – Yes, DeWitt - Yes. Absent: Ambrose, Ipema. Motion carried.

FOIA (Freedom of Information Act) Coordinator –

Motion made by MacMillan, supported by DeWitt, to adopt Resolution 2025-02-07 designating Shelley Witte as FOIA coordinator for the 2025-2026 fiscal year, to be paid compensation of \$3,000 for coordination duties. Roll call vote: MacMillan – Yes, Tubergen – Yes, DeWitt - Yes. Absent: Ambrose, Ipema. Motion carried.

Trustee’s Compensation – Motion made by Tubergen, supported by DeWitt, to adopt Resolution 2025-02-08 establishing the rate of \$140 per Township Board meeting beginning 4/1/25 as compensation. Roll call vote: MacMillan – Yes, Tubergen – Yes, DeWitt - Yes. Absent: Ambrose, Ipema. Motion carried.

Hourly Rate for Deputy Clerk, Deputy Treasurer and Secretary – Motion made by MacMillan, supported by Tubergen to table until the next monthly meeting to gather additional information. Motion passed.

Fire Department Wage Schedule – Motion made by Tubergen, supported by DeWitt, to table until the next monthly meeting to gather additional information. Motion passed.

Other Business:

Review and Approve Bills – Motion made by Tubergen, supported by MacMillan, to pay all Township bills. Roll call vote: MacMillan – Yes, Tubergen – Yes, DeWitt - Yes. Absent: Ambrose, Ipema. Motion carried.

ESTA – Earned Sick Time Act – The Clerk asked for clarification from Township Attorney as to who is included in the Act; elected officials, board trustees, planning commission, zoning board of appeals, etc. are NOT entitled to sick leave. Other employees, such as assessor, deputy clerk, deputy treasurer, administrative/receptionist, maintenance, election workers, fire department/chief are all included and hours will need to be tracked. For every 30 hours of work, one hour of sick time is accumulated. Legal counsel provided a Summary of the Act. Clerk asked if we have to pay sick leave if it’s not used at the end of the year; answer is no. No sick leave paid if a person leaves employment/retires. Legal counsel was provided with an email from the County election department to weigh in on whether as an employer we are going to require new employees to wait until the 90th calendar day after commencing employment before using accrued earned sick time.

Reports:

Treasurer: Jamie Tubergen stated she has a meeting with the bank to look into direct deposit for paychecks. Property taxes are due Friday, February 14, and the office will be open that day to accept payments. Payments can be made February 15-28 with a penalty, and after that late parcels will be turned over to the County.

Clerk: Penni DeWitt and her deputy will be setting up a mechanism to track ESTA (sick hours) which will begin February 21, 2025. Many hours of training are required to run elections, so she and her deputy are working to complete the training.

Planning Commission: Bill Maschewske indicated no report.

NORA (Northwest Ottawa Recreation Authority): no report.

Zoning: The Board was provided with a list of permits issued for the month of January.

Park Board: No report.

Library Board: Penni DeWitt indicated the library will be receiving a \$100,000 donation from the Waanders family to construct a maker's space (for things such as art, cooking, sewing, and other classes). The library staff was thankful that the book drop box in the Township parking lot has been kept clean of snow, allowing for easier access to the box (thank you Steve and Shelley).

Fire Department: Eric Tubergen provided a report for the last month; there were 17 medical calls, 3 fires, 3 accidents, 2 good intent calls, and 2 assists.

Ambulance Oversight: No report.

Fire Chief Retirement: Supervisor MacMillan indicated February 28 will be Paul VanVelzen's last day with the department, and we would like to thank him for his many years of service. Also, John McTavish, former township supervisor, passed away recently; we offer our sympathy to his family.

Adjournment: Motion made by Tubergen, supported by DeWitt to adjourn the meeting at 8:15 pm. Motion carried.

Respectfully submitted,

Penni A. DeWitt
Robinson Township Clerk