

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

Present: Adam MacMillan, Jamie Tubergen, Steven Ambrose, Ben Ipema. Absent: Penni DeWitt.
Also present: Attorney Ron Bultje, Deputy Clerk Bec Brodie. There were 16 members of the public present.

- 1) The meeting was called to order at 7:00 p.m. by Supervisor MacMillan.
- 2) The Pledge of Allegiance was recited followed by the invocation given by Supervisor MacMillan.
- 3) Motion made by MacMillan, supported by Ambrose, to approve the agenda with the following changes: Add item 7j) Zoning Contract: Fresh Coast Planning to New Business; Add Diemer's Property Services Estimate 3047 to 7d). Motion carried.
- 4) Motion made by MacMillan, supported by Ambrose to approve the minutes of the February 12, 2025 Regular Board Meeting. Motion carried.

Motion made by Tubergen, supported by MacMillan to approve the minutes of the February 28, 2025 Special Meeting. Motion carried.

5) Public Comment

Phil Kuyers, Ottawa County Commissioner District 9, shared his recent Board and Commission Assignments to Ground Water Task Force; MSU Extension Advisory Council; Parks & Rec Commission; Planning & Policy Committee; Appointment & Alignment Committee; and the Finance and Administration Committee. They are looking for corporate counsel and hiring an administrator by summer.

Frank Johnson expressed concern and disappointment regarding the nonattendance at the 2/12/25 regular meeting of both candidates who were newly appointed to board positions.

Joe Bush, Ottawa County Water Resource Commissioner, shared updates to drain maintenance; works on the Worley Drain are upcoming; Dams will be placed at 112th Ave soon; invited anyone interested to attend upcoming Water Quality Forum; and requested that any drainage or flooding issues be directed to him.

6) Old Business

a) Office Wages 2025 – Board spent the month surveying other townships to gather data on the following positions: Assessor; FOIA Coordinator; Deputy Clerk; Deputy Treasurer; Office Administrator; Maintenance; Office Cleaning; and Election related positions such as Inspectors, Chairpersons; and those serving on the Board of Review. Discussion as follows:

Assessor – MacMillan made the recommendation to keep wages the same as last year.
FOIA Coordinator – Position and wage was offered to Shelley Witte at 2/12/25 Regular Meeting. ~~No changes were made to that offer.~~ Position begins at start of new fiscal year (4/1/25). *For an additional annual salary of \$3,000.*

Deputy Clerk- MacMillan recommended board revisits this decision when Clerk DeWitt is in attendance as she can share her recommendation for her staff person.

Deputy Treasurer- Tubergen spoke of how DT collects funds-general and tax; collects tax payments; maintains logs; deposits all monies in the bank; and records bills and check

payments. This position averages 6hrs/week and can be busier during tax seasons. Tubergen recommended a \$1/hr raise offering the position at \$20/hour starting 4/1/25. Office Administrator: MacMillan spoke of how OA opens and closes office daily; manages phones and township email; issues permits; manages website; scans and files bills; keeps inventory and stock of office needs; and much more. MacMillan recommended a \$1/hr raise offering the position at \$20/hour starting 4/1/25. Maintenance: MacMillan recommended keeping wage the same as last year at \$25/hr. Office Cleaning: MacMillan recommended keeping wage the same as last year at \$27/hr. Election Positions: MacMillan recommended keeping wages same as last year but revisiting this next year when DeWitt can chime in and we have a more robust election cycle.

Motion to approve office wages for 2025 as recommended for each position above made by Ambrose; supported by Tubergen. Roll Call: Ipema- Yes; Tubergen- Yes; MacMillan- Yes; Ambrose-Yes. Absent: DeWitt. Motion carried.

b) Fire Wages 2025 - Eric Tubergen, Interim Fire Chief spoke to each fire position.

Fire Chief: No increase in salary recommended.

Officers (including Training and IT): Recommended a \$250 increase to annual salaries to begin on 4/1/25.

Weekend Duty Officer: Recommended the rate increase from \$165 to \$200 per assignment to begin on 4/1/25.

Training Rate: Recommended the rate of \$20/hr be kept the same.

Firehouse Cleaning: Recommended the rate increase from \$45/hr to \$50/hr to begin on 4/1/25. Reported cleaning usually takes about 4 hrs/week.

On-Call Firefighters: Recommended a \$1/hr raise for all on-call firefighters to begin on 4/1/25.

Special Rates for Short Calls Program: Currently firefighters responding to calls under 2 hours receive double time. New fire chief will track data regarding responses and call times over the next year in order to review pros/cons of this program and its continuation after 4/1/26.

Ambrose questioned where money for increases comes from. Treasurer Tubergen replied that budget for new fiscal year beginning on 4/1/25 will be adjusted to allow for any approved raises. MacMillan asked if increase to officer salary also indicated increase in duties. Interim Fire Chief Tubergen affirmed that officers would have new and additional duties with their increased salaries.

Motion to approve fire wages for 2025 as recommended for each position above and to review the Special Rates for Short Calls Program made by MacMillan; supported by Treasurer Tubergen. Roll Call: Ipema- Yes; Treasurer Tubergen- Yes; MacMillan- Yes; Ambrose-Yes. Absent: DeWitt. Motion carried.

7) New Business

a) Steve Kempker, Retired Ottawa County Sheriff and Robinson Twp. Fire Chief Interview Committee member shared the committee's unanimous recommendation to hire Eric Tubergen as new Fire Chief effective immediately. Kempker outlined the rigorous interview process indicating that there were three outstanding candidates to choose from and the decision was not easy to make. Ipema questioned if there would be a conflict of interest with the position of Treasurer and New Fire Chief as positions are held by married spouses. Legal Counsel Bultje responded that in the private sector this might be frowned upon but in the public sector any position, either elected or applied for, are fair game to anyone in the public even if they are married. Bultje recommended Treasurer Tubergen excuse herself from any board decisions that may imply conflict of interest going forward. Motion to approve hiring Eric Tubergen as

Fire Chief made by Ambrose; supported by Ipema. Roll Call: Ipema- Yes; Treasurer Tubergen- Abstain; MacMillan- Yes; Ambrose-Yes. Absent: DeWitt. Motion carried.

b) Motion made by Ambrose, supported by Ipema to adopt Budget Resolution 2025-03-10 to increase account 206-336-91000-000 (Insurance) by \$1,000.00 making it \$56,000.00 and decrease account 206-336-95600-003 (Capital New Equipment Department Expense) by \$1,000.00 making it \$24,000.00. Roll Call: Ipema- Yes; Tubergen-Yes; MacMillan- Yes; Ambrose-Yes. Absent: DeWitt. Motion carried.

c) Motion made by MacMillan, supported by Ambrose, to sign the agreement for collection of 2025 summer taxes at \$3.25 per parcel to be billed to and paid by Grand Haven Area Public Schools. Roll Call: Ipema- Yes; Tubergen-Yes; MacMillan- Yes; Ambrose-Yes. Absent: DeWitt. Motion carried.

d) Motion made by Ipema to approve Diemer's Property Service estimates 3045, 3046, 3047, 3048, 3049 for 2025 fiscal year with the agreement that next year the board will consider bids from other property management companies in order to compare prices better. Supported by Tubergen. Roll Call: Ipema- Yes; Tubergen-Yes; MacMillan- Yes; Ambrose-Yes. Absent: DeWitt. Motion carried.

e) Motion made by MacMillan and supported by Ipema to approve the use of Robinson Township Park for two Loutit Library summer events and to allow fee waiver for reservation. Ayes: 4. Nays: 0. Motion carried.

f) Motion made by MacMillan, supported by Ambrose to set New Fire Chief Training compensation at \$20 per hour up to 10 hours per week retroactive to 3/1/25. Roll Call: Ipema- Yes; Tubergen-Yes; MacMillan- Yes; Ambrose-Yes. Absent: DeWitt. Motion carried.

g) Motion made by Ambrose, supported by Ipema to accept and purchase new laptop from KHC for Fire Chief. Laptop will be owned by Township. Roll Call: Ipema- Yes; Tubergen-Yes; MacMillan- Yes; Ambrose-Yes. Absent: DeWitt. Motion carried.

h) Motion made by Tubergen, supported by Ipema to appoint MacMillan as NORA board representative from Robinson Township effective immediately. MacMillan noted that he will serve until July 2025 when the township will no longer have representation on the NORA board going forward. Ayes: 4. Nays: 0. Motion carried.

i) Dump Day for Spring of 2025 was discussed. We do not have an estimate as of yet, but were told by Republic to assume 10% increase from last year's cost of \$5,000. Anytime Junk Removal will also be hired to take away mattresses as they have more capacity for them and they will not take up extra (costly) space in the Republic dumpsters. A date of May 31st was decided upon so that there is plenty of time to market and communicate to township residents. Motion made by MacMillan, supported by Ipema to host Dump Day on 5/31/25 with services rendered by Republic and Anytime Junk Removal. Roll Call: Ipema- Yes; Tubergen-Yes; MacMillan- Yes; Ambrose-Yes. Absent: DeWitt. Motion carried.

Out of Order was called at 8:05p.m. with regards to members of the public speaking out of turn and disrupting the meeting with inappropriate language. Individuals were asked to stop disrupting or to leave. Several individuals left and the meeting continued at 8:07 p.m.

j) Board discussed Agreement for Contract Services for Fresh Coast Planning. Items in contract of note is Article 1 which legal counsel Bultje spoke to as standard contractual language and recommended approval. Motion made by Tubergen, supported by MacMillan to approve new contract for Fresh Coast Planning. Roll Call: Ipema- Yes; Tubergen-Yes; MacMillan- Yes; Ambrose-Yes. Absent: DeWitt. Motion carried.

8) All Other Business

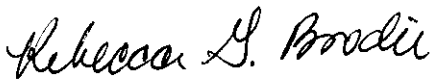
- a) Motion made by Tubergen, supported by MacMillan to approve paying of all township bills. Roll Call: Ipema- Yes; Tubergen-Yes; MacMillan- Yes; Ambrose-Yes. Absent: DeWitt. Motion carried.

9) Reports

- a) Treasurer- Tubergen reported that winter tax season ended on 2/28/25. The county will handle any delinquent properties. Tax settlement was completed with help from previous treasurer. Creation of budget for the new fiscal year is the current priority.
- b) Clerk- No Report
- c) Planning Commission- Ambrose reported that the PC is continuing the tedious work of reviewing the current ordinances line by line. Discussion still being had regarding the topic of short-term rentals and zoning ordinance changes for the Village.
- d) NORA- MacMillan states he will report next month after he attends his first board meeting.
- e) Zoning Administrator- 1 permit was issued last month.
- f) Park Board- No Report
- g) Library Board- No Report
- h) Fire Department- New Fire Chief Tubergen reports that there were 27 calls in February 2025, up 23% from the same time last year although year to date calls are down 7%. There were 19 medical runs, 1 unauthorized burn, 1 electrical problem, 1 mutual aid request, 1 good intent call, and 4 cancelled enroute. Training focused on portable radios as well as other topics and included celebrating the retirement of former Chief VanVelzen.

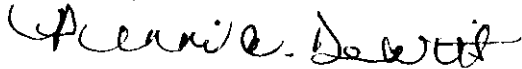
10) Adjournment: Motion made by Tubergen, supported by MacMillan to adjourn the meeting at 8:16 pm. Ayes: 4. Nays: 0. Motion carried.

Prepared by:



Bec Brodie
Deputy Clerk

Submitted by:



Penni A. DeWitt
Clerk