

**CHARTER TOWNSHIP OF CALEDONIA  
BOARD OF TRUSTEES**

**MEETING NOTICE**

A regular meeting of the Charter Township of Caledonia Board of Trustees  
will be held beginning at 7:00 p.m. on Wednesday, January 6, 2021

**Please Note: This Meeting Will Be A Zoom Meeting  
Per Executive Order  
Link Available On The Township Website**

**TENTATIVE AGENDA**

- 1. CALL TO ORDER / ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE AND INVOCATION**
- 3. CONSIDERATION OF THE MEETING AGENDA**
- 4. PUBLIC COMMENT (BRIEF – UP TO 2 MINUTES)**
- 5. INQUIRY OF CONFLICT OF INTEREST**
- 6. APPROVAL OF THE CONSENT AGENDA**
  - A. Minutes of the December 16<sup>th</sup>, 2020 Meeting
  - B. Approval to Pay Bills
    - i. Accounts Payable
- 7. REPORT FROM TOWNSHIP ADMINISTRATOR**
  - A. Wastewater Treatment Plant Expansion Project Update
- 8. CORRESPONDENCE**
- 9. UNFINISHED BUSINESS**
- 10. NEW BUSINESS**
  - A. Motion – To Approve Spectrum Fiber Optics Service
  - B. Motion – To Approve \$50.00 Technology Stipend For Board Of Trustees
  - C. Motion – To Approve Pay Increase For Planning Commission Members
  - D. Motion – To Approve Pay Increase For Zoning Board Members
  - E. Motion – To Approve Pay Increase For Board of Review Members
  - F. Motion – To Re-Appoint Adam Paarlberg & Jodie Masefield To The Planning Commission (3 Year Term)
  - G. Motion – To Re-Appoint Jessica Sheldon To The Zoning Board Of Appeals (3 Year Term)
  - H. Discussion – Proposed Park Ordinance and Policy Revisions
  - I. Discussion – Park Purchase Option Payments
- 11. BOARD COMMENTS**
- 12. PUBLIC COMMENT (EXTENDED – UP TO 5 MINUTES)**
- 13. ADJOURNMENT**



**CHARTER TOWNSHIP OF CALEDONIA  
BOARD OF TRUSTEES**

A regular meeting of the Charter Township of Caledonia Board of Trustees will be held beginning at 7:00 pm on Wednesday, December 16, 2020, via Zoom per Executive Order Public Act 228 of 2020.

**MEETING MINUTES**

**1. CALL TO ORDER / ROLL CALL**

**TIME: 7:00**

<b>Roll Call:</b>	SNOEYINK: Present HERMENET: Present BRADSHAW: Present HARRISON: Present	HENRY: Present ZOLLER: Present ROBERTSON: Present
<b>Others Present:</b>	Citizens, Media, Township Planner Wells, Chief Siler, Deputy Clerk Bailard	

**2. PLEDGE OF ALLEGIANCE AND INVOCATION – Supervisor Harrison**

**3. CONSIDERATION OF THE MEETING AGENDA**

<b>Motion Stated:</b>	Harrison – Requested permission to take out of order and move Items 11C & 11H as needed within the meeting.
<b>Motion Supported:</b>	Zoller
<b>Motion Status:</b>	Approved

<b>Motion Stated:</b>	Hermetnet – Motion to approve the meeting agenda as amended.
<b>Motion Supported:</b>	Snoeyink
<b>Motion Status:</b>	Approved

**4. PUBLIC COMMENT (BRIEF - UP TO 2 MINUTES)**

<b>Public Comment:</b>	A resident inquired about our solar panel project.
<b>Board Response:</b>	Administrator Robertson will send the resident the solar panel materials information from the initial supplier.

**5. INQUIRY OF CONFLICT OF INTEREST**

Trustee Bradshaw asked to recuse himself from discussion Item 11H – Progressive Rain Garden Settlement. He is now employed by Progressive AE. The Board approved and Trustee Bradshaw will leave the Zoom meeting at that time.

**6. APPROVAL OF THE CONSENT AGENDA**

- A. Minutes of the December 2<sup>nd</sup>, 2020 Meeting
- B. Approval to Pay Bills

- i. Accounts Payable
- ii. Accounts Payable Current Tax
- C. Treasurers Report
- D. CD Report
- E. Building Department Report
- F. Utilities Report
  - i. Infrastructure Maintenance Budget
  - ii. Infrastructure Maintenance Client Report
- G. Approval Of Fire Department Policy 903 Communicable Diseases

<b>Motion Stated:</b>	Snoeyink – Motion to approve the consent agenda.
<b>Motion Supported:</b>	Zoller
<b>Motion Status:</b>	Approved

**7. REPORTS FROM BOARD / COMMITTEE OFFICERS AND STAFF**

None.

**8. REPORT FROM TOWNSHIP ADMINISTRATOR**

Administrator Robertson reported on:

- Solar initiative – regarding reaching out to comparable companies and questions regarding insurance. He is looking into this.
- HSA (Health Savings Account) – is currently with United Bank. They are no longer offering this service and have transferred it to a new provider. The staff who receives HSA will receive new debit cards by the new provider.
- Luminary Walk – Complimented everyone, especially Jeff and Jean Patterson, for all of their work and efforts, as well as Clerk Henry and her family. Also thanked the residents who turned out for the event.

**9. CORRESPONDENCE**

None.

**10. UNFINISHED BUSINESS**

- A. Ordinance – 2<sup>nd</sup> Reading – An Ordinance To Amend The Zoning Ordinance Of the Charter Township Of Caledonia [Thornapple Mill Site Condominiums, 8540 Kraft Avenue]

<b>Motion Stated:</b>	Zoller – Motion to approve an ordinance to amend the Zoning Ordinance of the Charter Township of Caledonia – Thornapple Mill Site Condominiums.			
<b>Motion Supported:</b>	Hermenet			
<b>Roll Call Vote:</b>	SNOEYINK:	Aye	HENRY:	Aye
	HERMENET:	Aye	ZOLLER:	Aye
	BRADSHAW:	Aye	ROBERTSON:	Aye
	HARRISON:	Aye		
<b>Motion Status:</b>	Approved			

B. Resolution – Resolution Approving Preliminary Site Condominium Project Plan And Recommending Approval Of The Proposed Site Condominium Project

<b>Motion Stated:</b>	Zoller – Motion to approve a resolution approving preliminary site condominium project plan and the proposed site condominium project.			
<b>Motion Supported:</b>	Snoeyink			
<b>Roll Call Vote:</b>	SNOEYINK:	Aye	HENRY:	Aye
	HERMENET:	Aye	ZOLLER:	Aye
	BRADSHAW:	Aye	ROBERTSON:	Aye
	HARRISON:	Aye		
<b>Motion Status:</b>	Approved			

C. Ordinance – 2<sup>nd</sup> Reading – An Ordinance To Amend The Zoning Ordinance Of The Charter Township Of Caledonia [Application Of Michael Brann, 6675 Broadmoor Avenue SE]

<b>Motion Stated:</b>	Hermenet – Motion to approve an ordinance to amend the Zoning Ordinance of the Charter Township of Caledonia – Application of Michael Brann.			
<b>Motion Supported:</b>	Snoeyink			
<b>Roll Call Vote:</b>	SNOEYINK:	Aye	HENRY:	Aye
	HERMENET:	Aye	ZOLLER:	Aye
	BRADSHAW:	Aye	ROBERTSON:	Aye
	HARRISON:	Aye		
<b>Motion Status:</b>	Approved			

**11. NEW BUSINESS**

A. Motion – To Approve Spectrum Service Agreement

<b>Motion Stated:</b>	Hermetnet - Motion to approve Spectrum Service Agreement.
<b>Motion Supported:</b>	Zoller
<b>Motion Status:</b>	Approved

B. Motion – To Approve 2020 Budget Amendments

<b>Motion Stated:</b>	Snoeyink – Motion to approve 2020 budget amendments.
<b>Motion Supported:</b>	Bradshaw
<b>Motion Status:</b>	Approved

C. Motion – To Approve Wolverine Final Bid For Fire Station Improvements

Michael VanSchelven of Wolverine made comment. Hopes to begin construction January 2021.

<b>Motion Stated:</b>	Hermetnet – Motion to approve Wolverine final bid for fire station improvements.
<b>Motion Supported:</b>	Zoller
<b>Motion Status:</b>	Approved

D. Motion – To Approve The Civic Engage Quote For A New Website With Four Year Redesign Option

Clerk Henry gave an explanation of Civic Engage’s website service. This would be a seamless transition from the old website to the new. One helpful feature on the new website is online reservations for the Community Green. The cost is \$15,384.

<b>Motion Stated:</b>	Robertson – Motion to approve the Civic Engage quote for a new website with four year redesign option.
<b>Motion Supported:</b>	Hermetet
<b>Motion Status:</b>	Approved

E. Motion – To Approve 2021 Sexton Service Agreement

Wickham Cemetery Care was approved for the 2021 Sexton service and cemetery maintenance. The contract will begin April 1, 2021.

<b>Motion Stated:</b>	Zoller – Motion to approve 2021 Sexton service agreement.
<b>Motion Supported:</b>	Snoeyink
<b>Motion Status:</b>	Approved

F. Motion – Approve Tree Service Contract

H.A. Irish Tree Service was approved for the cemetery tree service.

<b>Motion Stated:</b>	Robertson – Motion to approve tree service contract.
<b>Motion Supported:</b>	Zoller
<b>Motion Status:</b>	Approved

G. Discussion – Kent County Sheriff Department Shift Coverage

Administrator Robertson explained the shift hours will change from 8 AM – Midnight to 7 AM – 11 PM.

<b>Motion Stated:</b>	Zoller – Motion to approve shift coverage hours to 7 AM – 11 PM.
<b>Motion Supported:</b>	Snoeyink
<b>Motion Status:</b>	Approved

H. Discussion – Progressive Rain Garden Settlement

Trustee Bradshaw recused himself.  
Tiffany Kline and Steve Teitsma of Progressive AE made comment.  
Todd Boerman, Caledonia Township Engineer, made comment.  
The Board expressed their concerns of the settlement amount presented by Progressive AE.

<b>Motion Stated:</b>	Zoller – Motion to table to another meeting for further discussion.
<b>Motion Supported:</b>	
<b>Motion Status:</b>	Failed, no support.

<b>Motion Stated:</b>	Hermetet – Motion to reject current offer from Progressive AE and hear an additional offer that will be approved by our Township Engineer.
<b>Motion Supported:</b>	Zoller
<b>Motion Status:</b>	Approved

Trustee Bradshaw rejoined the meeting.

I. Motion – To Set the 2021 Regular Meeting Dates Of The Caledonia Township Board Of Trustees

<b>Motion Stated:</b>	Bradshaw – Motion to set the 2021 regular meeting dates of the Caledonia Township Board of Trustees.
<b>Motion Supported:</b>	Snoeyink
<b>Motion Status:</b>	Approved

**12. BOARD COMMENT**

**Time: 8:40 PM**

**Snoeyink:**

- Wishes everyone a merry Christmas and happy new year. Looks forward to working with everyone in 2021.

**Hermetet:**

- Looks forward to working with the Board of Trustees next year.
- Thanked Clerk Henry and the Pattersons for all of their efforts and work done for the Caledonia Luminary Walk.

**Bradshaw:**

- Echoes everyone’s comments and expressed “Good job!”

**Harrison:**

- Is proud of our Board.
- Merry Christmas and happy new year to everyone.
- Wished Trustee Bradshaw good luck on his new job.
- Thanked the Pattersons on the work done for the Luminary Walk.
- Special thank you to Jeff Patterson for being a dedicated and thoughtful employee.
- Thanked Jennifer Lindsey, Village President, for all of her work.

**Henry:**

- Thanked Jeff and Jean Patterson for all of their work put into the Luminary Walk.
- Over 900 people attended the Luminary Walk.

**Zoller:**

- Wishes everyone a merry Christmas and happy new year. Looks forward to working with everyone in 2021.

**Robertson:**

- Merry Christmas and happy new year to everyone.

**13. PUBLIC COMMENT (EXTENDED – UP TO 5 MINUTES)**

<b>Public Comment:</b>	None
<b>Board Response:</b>	

**14. ADJOURNMENT**

**Time: 8:44 PM**

<b>Motion Stated:</b>	Zoller – Motion to adjourn.
<b>Motion Supported:</b>	Snoeyink
<b>Motion Status:</b>	Approved

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**Bryan Harrison, Supervisor**

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**Joni Henry, Clerk**

**Minutes Reported By:** Christine Bailard, Deputy Clerk

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 01 CHEMICAL BANK (BYRON)						
12/22/2020	01	74737	ALI-000	ALIGNED PLANNING, LLC	PROF SVC THRU NOV '20/ESCROW	3,840.00
12/22/2020	01	74738	AMA-000	AMAZON CAPITAL SERVICES, INC	BLDG DEPT	94.05
					FIRE	64.38
					FIRE	34.69
					FIRE	56.08
					FIRE	38.80
					FIRE	113.33
					FIRE	62.67
					FIRE	186.53
					FIRE	88.25
					FIRE	58.91
						<u>797.69</u>
12/22/2020	01	74739	BOB-000	ARROWASTE, INC	COMM GR WASTE REMOVAL	64.95
12/22/2020	01	74740	ATF-003	AT&T MOBILITY	COMM GR WIRELESS HOTSPOT	36.24
12/22/2020	01	74741	BRA-003	BRAD BENDER	2019 CELL PHONE STIPEND	270.00
12/22/2020	01	74742	BRA-004	BRAD KERBER	2019 CELL PHONE STIPEND	240.00
12/22/2020	01	74743	BRI-001	BRIAN STALSONBURG	2019 CELL PHONE STIPEND	270.00
12/22/2020	01	74744	CAL-006	CALEB HUGGLER	2019 CELL PHONE STIPEND	270.00
12/22/2020	01	74745	CAL-003	CALEDONIA TOWNSHIP	TRAILER TAX DEC 2020	208.00
12/22/2020	01	74746	CIN-000	CINTAS CORPORATION 725	TWP FLOOR MATS	85.00
12/22/2020	01	74747	CON-883	CONSUMER ENERGY	LED LIGHT RD	74.98
					STREET LIGHTS	2,625.71
						<u>2,700.69</u>
12/22/2020	01	74748	BDG-000	CUMMINS BRIDGEWAY, LLC	FIRE	352.75
12/22/2020	01	74749	DIG-000	DIGITAL HIGHWAY INC	COMM GR WIRELESS SVC	1,250.00
12/22/2020	01	74750	ETN-000	ETNA SUPPLY COMPANY	KEY VALVE	730.00
12/22/2020	01	74751	FCC-000	FCC, INC	LAKESIDE CEM - STEEL DOOR	215.00
12/22/2020	01	74752	FIR-001	FIRE PROS INC	LIBRARY	192.50
12/22/2020	01	74753	ZOL-000	GREG ZOLLER	KIWANIS MBSHP 2020	125.00
12/22/2020	01	74754	IND-001	INDOOR CLIMATE SOLUTIONS	FUJITSU COND HEAT PUMP/WALL EVAPORATOR	2,087.00
12/22/2020	01	74755	JBM-000	J&B MEDICAL SUPPLY	FIRE	94.40
					FIRE	46.41
						<u>140.81</u>
12/22/2020	01	74756	KAT-001	KATHY VANKALKER	MILEAGE REIMB 1/9-10/8/20	24.84
12/22/2020	01	74757	KAT-002	KATIE ROODVOETS	MILEAGE REIMB 11/5-11/10/20	66.70
12/22/2020	01	74758	KEN-POY	KENT COUNTY TREASURER	TRAILER TAX DEC 2020	1,040.00
12/22/2020	01	74759	FEN-000	KYLE FENNELL	4/2017 - 2019 CELL PHONE STIPEND	990.00
12/22/2020	01	74760	POE-000	KYLE POELLER	APRIL 2017 - 2019 CELL PHONE STIPEND	720.00
12/22/2020	01	74761	LEA-000	LEADING CONSTRUCTION	TWP DOOR PROJECT	8,360.00
12/22/2020	01	74762	MIK-000	MIKA MEYERS	PROF SVC THRU 11/30/20	9,278.00
12/22/2020	01	74763	MIT-000	MITCH ELLIS	2019-2020 CELL PHONE STIPEND	360.00
12/22/2020	01	74764	NAP-000	NAPA AUTO PARTS	FIRE	13.99
12/22/2020	01	74765	PIT-000	PITNEY BOWES GLOBAL FINANCIAL	EZ SEAL PINT BOTTLE (4)	64.59
12/22/2020	01	74766	PRI-000	PRINTING SYSTEMS	2020 TAX FORMS	204.79
					UTILITY FORMS	542.11
						<u>746.90</u>
12/22/2020	01	74767	PH-000	PRIORITY HEALTH	HEALTH INS	12,524.72



12/22/2020 04:36 PM  
User: CHRISTINE  
DB: Caledonia

CHECK REGISTER FOR CALEDONIA TOWNSHIP  
CHECK DATE FROM 12/22/2020 - 12/22/2020

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
12/22/2020	01	74768	QUA-000	QUALITY AIR	HVAC MAINT TWP/FIRE/LIBRARY TWP	458.37 253.00 <hr/> 711.37
12/22/2020	01	74769	SCO-000	SCOTT SILER	APRIL 2017 - 2019 CELL PHONE STIPEND	990.00
12/22/2020	01	74770	STA-010	STATE OF MICHIGAN	REGISTRATION FEE - INSP LIC J OVERHOLT	300.00
12/22/2020	01	74771	TER-000	TERMINIX OF WEST MICHIGAN	TWP PEST CONTROL	45.00
12/22/2020	01	74772	VIL-000	VILLAGE OF CALEDONIA	VILLAGE BOND	942.50
12/22/2020	01	74773	VRI-001	VRIESMAN & KORHORN	THRU 12/15/20 THRU 12/15/20 THRU 12/15/20 THRU 12/15/20	8,830.45 1,102.83 1,168.00 17,971.23 <hr/> 29,072.51
12/22/2020	01	74774	WEL-000	WELLS FARGO FINANCIAL LEASING	KIP COPIER	323.97
12/22/2020	01	74775	WOL-002	WOLVERINE BUILDING	WBG PROJECT #22013 (FIRE DEPT)	5,280.00 <hr/> <hr/>
01 TOTALS:						
Total of 39 Checks:						85,730.72
Less 0 Void Checks:						0.00
Total of 39 Disbursements:						<hr/> 85,730.72