



**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, May 5, 2021, via Zoom under the Kent County Declaration of Emergency

NOTE: Individuals with disabilities may request auxiliary aids and services for the meeting by contacting the Township Clerk at 616.891.0070

MEETING MINUTES

1. CALL TO ORDER / ROLL CALL

TIME: 7:00

Roll Call:	SNOEYINK: Present HERMENET: Present BRADSHAW: Present HARRISON: Present	HENRY: Present ZOLLER: Present ROBERTSON: Present
Others Present:	Citizens, Media, Chief Siler, Deputy Clerk Bailard	

2. PLEDGE OF ALLEGIANCE AND INVOCATION – Supervisor Harrison

3. CONSIDERATION OF THE MEETING AGENDA

Motion Stated:	Harrison – Motion to add Item 10 H – Caledonia Community Concert Series Funding.
Motion Supported:	Zoller
Motion Status:	Approved

Motion Stated:	Harrison – Motion to add Item 10 I – Discussion - Cal-Plex Property.
Motion Supported:	Bradshaw
Motion Status:	Approved

Motion Stated:	Snoeyink – Motion to approve the meeting agenda as amended.
Motion Supported:	Zoller
Motion Status:	Approved

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

None

5. INQUIRY OF CONFLICT OF INTEREST

Clerk Henry asked to recuse herself from Item 10 C – Motion to approve offer of employment to Ellie Koetsier for the position of Administrative Assistant for Building/Zoning/Planning. Ellie is Clerk Henry’s daughter. The Board agreed. Clerk Henry will recuse herself during the Board decision on Item 10 C and then rejoin when they continue the meeting.

6. APPROVAL OF THE CONSENT AGENDA

- A. Minutes of the April 21st, 2021 Meeting
- B. Approval to Pay Bills
 - i. Accounts Payable

Motion Stated:	Snoeyink – Motion to approve the consent agenda.
Motion Supported:	Zoller
Motion Status:	Approved

7. REPORTS FROM BOARD/COMMITTEE OFFICERS AND STAFF

Administrator Robertson gave an update on:

- Board room AV upgrade has been completed. Staff is being trained. Plans are to hold the May 17th Planning Commission meeting and the May 19th Board of Trustees meeting in person at the township.
- Received two solar panel proposals and is reviewing them.
- Financial consultant for trail funding – Tom Traziack will meet with the township to discuss at no cost.
- Have not received anything under the recovery act, monies that we are anticipating.
- Michwave hearing – This has been adjourned until later in the season. Will be meeting with the Michwave attorney in the next week or so.
- WWTP – Attended a tour today on the progress of the construction project.
- Circle K – Still an issue. Discussed with our township planner.

8. CORRESPONDENCE

None

9. UNFINISHED BUSINESS

None

10. NEW BUSINESS

- A. Motion – To Approve Fire Department Grant Request

This is to approve the purchase of EMS equipment items that will be reimbursed through the grant funding.

Motion Stated:	Zoller – Motion to approve Fire Department grant request.
Motion Supported:	Hermenet
Motion Status:	Approved

- B. Ordinance – First Reading - An Ordinance To Amend The Zoning Ordinance Of The Charter Township Of Caledonia [Outdoor Lighting]

Considered read. The second reading will take place at the May 19, 2021 Board Meeting.

C. Motion – To Approve Offer Of Employment To Ellie Koetsier For The Position Of Administrative Assistant For Building/Zoning/Planning

Clerk Henry recused herself at 7:26 pm.

Administrator Robertson requested permission to discuss the details and salary requirements with Ellie Koetsier. This is a part-time position, twenty-four hours per week, with a preference of four-five hour work days, at a Grade two pay range.

Clerk Henry rejoined the meeting at 7:35 pm.

Motion Stated:	Hermetet – Motion to extend the offer of employment to Ellie Koetsier for the position of Administrative Assistant for Building/Zoning/Planning and authorize the Administrator to negotiate terms of employment within the pay range and hours.
Motion Supported:	Snoeyink
Motion Status:	Approved.

D. Motion- To Establish The Tax Rates for 2021

Motion Stated:	Robertson – Motion to establish the tax rates for 2021.
Motion Supported:	Snoeyink
Motion Status:	Approved

E. Motion – To Approve the Waste Water Treatment Plant Payment No. 4

Administrator Robertson will verify the work completed dates on the memo from Fishbeck.

Motion Stated:	Zoller – Motion to approve the Waste Water Treatment Plant payment No.4.
Motion Supported:	Snoeyink
Motion Status:	Approved

F. Motion – To Approve Fireworks Display

This is for approval of the permit for our Caledonia Community fireworks display for July 3rd.

Motion Stated:	Snoeyink – Motion to approve fireworks display.
Motion Supported:	Zoller
Motion Status:	Approved

G. Motion – To Approve Bid For Library Parking Lot Sealing/Striping

The Board requests the date of the repairs are managed to not conflict with the Community Green reservation dates/activities and the Caledonia Library schedule.

Motion Stated:	Zoller – Motion to approve bid for library parking lot sealing/striping to Greenbauer Asphalt for up to \$6,800.00.
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The Board discussed adding a contingency.

Motion Stated:	Zoller – Motion to amend the motion to approve bid for library parking lot sealing/stripping to Greenbauer Asphalt for up to \$6,800.00 with an additional amount up to \$700 as a contingency.
Motion Supported:	Bradshaw
Motion Status:	Approved

H. Motion – To Approve Caledonia Community Concert Series Funding

We have confirmed with our township attorney who advised we can do programming and operational funding support for the park community events.

Supervisor Harrison requests to spend \$5,000.00 to support five community concerts, one a month from May – September.

Clerk Henry inquired if we will have a written agreement between the organization and the township.

Supervisor Harrison stated any motion to support the funding should include, A) a requirement that we have a written agreement to provide services as described, and B) our ability to have control over the bands.

Motion Stated:	Bradshaw – Motion to approve funding of the Caledonia Community Concert Series at \$5,000.00 following the guidance provided in the May 4, 2021 attorney letter.
Motion Supported:	Zoller
Motion Status:	Approved

I. Discussion – Cal-Plex Property

- Allowing fill dirt / leveling dirt
- Work with Caledonia Schools
- Trail (connect to current community trails)
- Recoup costs/financials
- Trailhead parking

Supervisor Harrison will bring these items up for discussion.

11. BOARD COMMENTS

Time: 8:04 PM

Zoller:

- None

Snoeyink:

- None

Hermenet:

- None

Robertson:

- None

Bradshaw:

- None

Henry:

- None

Harrison:

- Independence Day Celebration Committee met. Discussed plans of action for the parade/peaceful demonstration and fireworks in the evening. Thanked Caledonia Schools, Holy Family Catholic Church, Village of Caledonia, Kent County Sherriff’s Department and Caledonia Fire Department for their participation and assistance.
- Addressed new directives from the governor.

12. PUBLIC COMMENT (EXTENDED – UP TO 5 MINUTES)

None

13. ADJOURNMENT

Time: 8:06 PM

Motion Stated:	Zoller – Motion to adjourn.
Motion Supported:	Snoeyink
Motion Status:	Approved

Bryan Harrison, Supervisor

Joni Henry, Clerk

Minutes Reported By: Christine Bailard, Deputy Clerk

