

**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, February 2nd, 2022
at the Caledonia Township Hall, 8196 Broadmoor Ave, Caledonia Michigan

*The Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities upon
72 hours advance notice by contacting Joni R. Henry, Township Clerk, by phone at (616) 891-0070*

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 January 19th, 2022 Meeting
 - B. Approval to Pay Bills
 - i. Accounts Payable
 - C. Approval For 2021 Financial Statement & Audit By Siegfried Crandall PC
- 7. REPORT FROM BOARD/COMMITTEE OFFICERS AND STAFF**
- 8. CORRESPONDENCE**
- 9. UNFINISHED BUSINESS**
- 10. NEW BUSINESS**
 - A. Motion – To Approve Design & Seek Bids For Community Green Service Building
 - B. Motion – To Approve RFP For M-37 Sub Area Plan & Development Strategy
 - C. Motion – To Approve Amendment No.1 To Combined Caledonia Sewer System Contract And Authorized Supervisor Harrison and Clerk Henry To Sign The Contract
 - D. Resolution – Resolution To Approve Amendment No.1 To Combined Caledonia Sewer System Contract And Matters Related Thereto
 - E. Resolution – Resolution To Establish Policy And Guidelines For Use By The Board of Review For Granting Poverty Exemptions
- 11. BOARD COMMENT**
- 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, January 19, 2022, at the Caledonia Township Hall, 8196 Broadmoor Ave, Caledonia, MI 49316.

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

MEETING AGENDA

**A. CALL TO ORDER / ROLL CALL
PM**

TIME: 7:00

Roll Call:	SNOEYINK: Present HERMENET: Present BRADSHAW: Present HARRISON: Present	HENRY: Present ZOLLER: Present ROBERTSON: Present
Others Present:	Media, Citizens, Student, Assistant Clerk Skidmore, Jeff Patterson, Jean Patterson, Village President Lindsey	

2. PLEDGE OF ALLEGIANCE AND INVOCATION – Supervisor Harrison

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

➤ None

4. INQUIRY OF CONFLICT OF INTEREST

➤ None

5. CONSIDERATION OF THE MEETING AGENDA

Motion Stated:	Zoller - Motion to approve the Meeting Agenda
Motion Supported:	Snoeyink
Motion Status:	Approved

6. APPROVAL OF THE CONSENT AGENDA

- A. Minutes of the December 15, 2021 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 – Holy Corners Cemetery Right of Way Easement Issue
- H. Report from the Township Administrator

Motion Stated:	Zoller – Motion to approve the Consent Agenda.
Motion Supported:	Snoeyink
Motion Status:	Approved

7. REPORT FROM BOARD/COMMITTEE OFFICERS AND STAFF

- None

8. CORRESPONDENCE

- None

9. UNFINISHED BUSINESS

- None

10. NEW BUSINESS

- A. Motion – To Approve Pay Application #12 For The WWTP Construction Project

Motion Stated:	Bradshaw – Motion to approve Pay Application #12 for the WWTP Construction Project.
Motion Supported:	Snoeyink
Motion Status:	Approved

- B. Motion – To Approve Pay Application #13 For The WWTP Construction Project

Motion Stated:	Hermet - Motion to approve Pay Application #13 for the WWTP Construction Project
Motion Supported:	Zoller
Motion Status:	Approved

- C. Motion – To Approve Change Order #1 for the CK WWTP Equalization Tank Project

Motion Stated:	Snoeyink – Motion to approve Change Order #1 for the CK WWTP Equalization Tank Project.
Motion Supported:	Hermet
Motion Status:	Approved

- D. Motion – To Approve Application for Payment #3 – CK WWTP Equalization Tank Replacement

Motion Stated:	Bradshaw – Motion to approve Application for Payment #3 – CK WWTP Equalization Tank Replacement
Motion Supported:	Snoeyink
Motion Status:	Approved

E. Motion – To Approve Change Order #1 For Community Green Phase II – Pickleball Courts

Motion Stated:	Robertson – Motion to approve Change Order #1 for Community Green Phase II – Pickleball Courts.
Motion Supported:	Zoller
Motion Status:	Approved

F. Motion – To Approve Application For Payment #3 – Community Green Phase II – Pickleball Courts

Motion Stated:	Snoeyink – Motion to approve Application for Payment #3 – Community Green Phase II – Pickleball Courts.
Motion Supported:	Hermenet
Motion Status:	Approved

G. Motion – To Approve HVAC Maintenance Agreement

Motion Stated:	Robertson – Motion to approve HVAC Maintenance Agreement with Seaman’s.
Motion Supported:	Hermenet
Motion Status:	Approved

H. Discussion – Proposed Cemetery Ordinance

- Board members discussed their initial thoughts on the proposed cemetery ordinance. The proposed ordinance will be given to the Village of Caledonia’s Council to obtain their input. Board members were asked to review the proposed ordinance and provide additional comments to the Clerk’s department.

11. BOARD COMMENTS

Snoeyink:

- None

Hermenet:

- None

Bradshaw:

- Bradshaw attended the Grand Valley Metro Council and provided an update as to the proposed M37 construction. In addition, Bradshaw expressed his concerns that the Board did not follow the required bid process as required by ordinance for the trail expansion project and felt that the township could have experienced cost savings with the trail project if the board had followed the required bid process.

Harrison:

- Harrison expressed gratitude to Trustee Hermenet and Trustee Bradshaw for their work and representation on vital meetings and committees for the betterment of Caledonia Township. Harrison stated that he attended a meeting with the new County Administrator that provided an update on projects that impacted Caledonia Township.

Henry:

- Henry stated that she is working with the Township Engineer on drawings for the Columbarium project and anticipates reporting additional information in the Spring.

Zoller:

- None

Robertson:

- Robertson indicated that the final ARPA rules have been finalized.

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

- None

13. ADJOURNMENT

Time 7:35 PM

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

Bryan Harrison, Supervisor

Joni Henry, Clerk

Minutes Reported By: Stephanie Skidmore, Assistant Clerk

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 01 CHEMICAL BANK (BYRON)						
01/18/2022	01	75829	A2Z-000	A2Z ACTIVE	UNIFORMS	224.00
01/18/2022	01	75830	AGI-000	AGILE SAFETY	CALIBRATION GAS	225.00
01/18/2022	01	75831	AMA-000	AMAZON CAPITAL SERVICES, INC	SUPPLIES	29.99
					SUPPLIES	11.97
					SCUBA GLOVES	94.95
					SUPPLIES	18.99
					SUPPLIES	19.99
					SUPPLIES	35.99
					SUPPLIES	18.16
					UNIFORMS	83.99
					SUPPLIES	250.96
					SUPPLIES	71.29
					SUPPLIES	300.00
					TAX FORMS	13.39
					OFFICE SUPPLIES	10.99
					SUPPLIES	167.16
						<u>1,127.82</u>
01/18/2022	01	75832	AMA-000	VOID		
01/18/2022	01	75833	BOB-000	ARROWASTE, INC	GARBAGE - COMMUNITY GREEN	67.95
01/18/2022	01	75834	BAB-001	B&B TRUCK EQUIPMENT	CUTTING EDGE	285.32
01/18/2022	01	75835	BADGEWALLE	BADGE AND WALLET	SUPPLIES - NAME PLATE	49.00
01/18/2022	01	75836	BUR-000	BURNHAM & FLOWER AGENCY	ANNUAL CONTRACT CHARGE/PARTICIPANT CHARG	1,340.00
01/18/2022	01	75837	CAL-003	CALEDONIA TOWNSHIP	TRAILER TAX	208.00
01/18/2022	01	75838	CAL-014	CALEDONIA TWP (SEWER)	QUARTERLY SEWER 4TH QUARTER 2021	1,911.78
01/18/2022	01	75839	CAE-000	CENTURY A&E FACILITIES DESIGN	LUMP SUM CONTRACT - 75% COMPLETE	741.00
					LUMP SUM CONTRACT 10% COMPLETE	1,201.00
						<u>1,942.00</u>
01/18/2022	01	75840	CON-883	CONSUMER ENERGY	LED LIGHT	8.15
01/18/2022	01	75841	BDG-000	CUMMINS BRIDGEWAY, LLC	ANNUAL GENERATOR MAINENANCE AGREEMENT	363.33
01/18/2022	01	75842	CUS-001	CUSTOM ENGRAVING	DATE STAMP	95.00
01/18/2022	01	75843	EPS-000	ENGINEERED PROTECTION SYSTEMS, INC	MECHANICAL PERMIT REFUND - 7637 JACKSON R	30.00
01/18/2022	01	75844	JBM-000	J&B MEDICAL SUPPLY	SUPPLIES	219.70
01/18/2022	01	75845	JBL-000	JBL ENTERPRISES	NAME PLATE	15.00
01/18/2022	01	75846	KCE-001	KENT COUNTY EMERGENCY MEDICAL	FY 2021-2022 QUARTERLY ASSESSMENT	260.64
01/18/2022	01	75847	KCF	KENT COUNTY FIRE CHIEFS ASSOC	KCFC ANNUAL MEMBERSHIP - 2022	40.00
01/18/2022	01	75848	KEN-POY	KENT COUNTY TREASURER	TRAILER TAX	1,040.00
01/18/2022	01	75849	KCCT-000	KENT COUNTY TREASURERS ASSOC	2022 ANNUAL MEMBERSHIP - ROBERTSON, CLAR	50.00
01/18/2022	01	75850	MAR-004	MARK'S BODY SHOP	TROY FACE PLATE	15.00
01/18/2022	01	75851	MAY-001	MAYNARDS WATER CONDITIONING	WATER	70.00
01/18/2022	01	75852	NAP-000	NAPA AUTO PARTS	BATTERY	151.99
01/18/2022	01	75853	MISC	PLOEG, EMILY	UB refund for account: 08-399-030	663.31
01/18/2022	01	75854	STR-000	STRYKER SALES CORP	LUCAS SERVICE PLAN	1,162.80
01/18/2022	01	75855	SUN-000	SUN & NEWS	PUBLICATIONS - DECEMBER 2021	1,047.24
01/18/2022	01	75856	TACOMA	TACOMA HEATING AND COOLING	MECHANICAL PERMIT REFUND - 7637 JACKSON	230.00
01/18/2022	01	75857	VAL-002	VALLEY POINT INDUSTRIAL PARK	COMMON AREA EXPENSES - 1/1/2022-3/31/202	174.83
01/18/2022	01	75858	VZW-000	VERIZON WIRELESS	LEASE AGREEMENT 4/4/2020 PARA 4(A) (I)	31,892.00
01/18/2022	01	75859	WIC-000	WICKHAM CEMETERY CARE	JANUARY 2022 SEXTON SERVICES	2,067.00

01 TOTALS:

Total of 31 Checks:	46,976.86
Less 1 Void Checks:	0.00
Total of 30 Disbursements:	<u>46,976.86</u>

CHARTER TOWNSHIP OF CALEDONIA

COUNTY OF KENT, MICHIGAN

RESOLUTION NO. _____

RESOLUTION TO APPROVE AMENDMENT NO. 1 TO COMBINED CALEDONIA SEWER SYSTEM CONTRACT AND MATTERS RELATED THERETO

Minutes of a regular meeting of the Charter Township of Caledonia, held in the Caledonia Township Hall located at 8196 Broadmoor Ave., Caledonia, Michigan, on the ___ day of January, 2022, at 7:00 p.m. Local Time.

PRESENT: Members: _____

ABSENT: Members: _____

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS, the Charter Township of Caledonia (the “Township”) and the Village of Caledonia (the “Village”) are parties to that certain Combined Caledonia Sewer System Contract (the “Contract”) dated as of November 9, 2015, entered under authority of Act 94 of the Public Acts of Michigan of 1933, as amended, and Act 35 of the Public Acts of Michigan of 1951, as amended; and

WHEREAS, the Township and the Village desire to amend the Contract with respect to the date of the annual joint meeting between representatives of the Township and the Village with respect to the formulation of the annual budget for the Combined Caledonia Sewer System; and

WHEREAS, Amendment No. 1 to the Contract (“Amendment No. 1”) has been prepared in the form on file with the Township Clerk.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

1. Amendment No. 1 in the form on file with the Township Clerk is hereby approved.

2. The Township Supervisor and Township Clerk are authorized and directed to execute and deliver Amendment No. 1 on behalf of the Township.

3. All other resolutions in conflict herewith are repealed.

AYES: Members: _____

NAYS: Members: _____

ABSTAIN: Members: _____

RESOLUTION DECLARED ADOPTED.

Joni Henry, Clerk
Charter Township of Caledonia

**RESOLUTION TO ESTABLISH POLICY AND GUIDELINES FOR USE BY THE
BOARD OF REVIEW FOR GRANTING POVERTY EXEMPTIONS**

WHEREAS, the adoption of guidelines for poverty exemptions is required of the Charter Township of Caledonia Board; and

WHEREAS, the principal residence of persons, who the Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390 of 1994, the Charter Township of Caledonia, Kent County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of and occupy as a principal residence the property for which an exemption is requested.
- 2) File a claim with the assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence.
- 3) File a claim reporting that the combined assets of all persons do not exceed the current guidelines. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
- 4) Produce a valid driver's license or other form of identification if requested.
- 5) Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
- 6) Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the governing body providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.
- 7) The application for an exemption shall be filed after January 1, but more than one day prior to the last day of the Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

The following are the federal poverty income guidelines which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence.

Federal Poverty Guidelines for 2022 Assessments

Number of Persons Residing In the Principal Residence	Poverty Guidelines Annual allowable income
1 person	\$12,880
2 persons	\$17,420
3 persons	\$21,960
4 persons	\$26,500
5 persons	\$31,040
6 persons	\$35,580
7 persons	\$40,120
8 persons	\$44,660
Each additional person, add	\$4,540

Total Assets, other than a vehicle, residential personal property and the homestead being claimed, should not exceed:

- a. \$8,000 for claimant and
- b. \$12,000 for the household seeking exemption

NOW, THEREFORE, BE IT HEREBY RESOLVED that the assessor and Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the assessor and Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these reasons are communicated in writing to the claimant.

The foregoing resolution offered by Caledonia Township Board
Member _____ and supported by Caledonia Township Board
Member _____

Upon roll call vote, the following voted:

“Aye”: _____

“Nay”: _____

The Township Clerk declared the resolution _____.

Joni Henri, Clerk

Date