

**MINUTES  
ALPINE TOWNSHIP BOARD  
REGULAR MEETING  
JANUARY 19, 2009**

**09-01           REGULAR MEETING**

The Alpine Township Board met on Monday, January 19, 2009 at 7:30 p.m. at the Alpine Township Hall, 5255 Alpine Avenue, Comstock Park, Michigan. Board members present were Supervisor Alex Arends, Clerk Jean Wahlfield, Treasurer Jim Townsend, Trustees Ron Cordes, Jim May, Bill Schweitzer, and Ted Wallace.

Supervisor Arends called the meeting to order at 7:30 p.m. with the Pledge of Allegiance. He proposed the following two additions to the agenda:

1. Item 6H: Appointments
2. Item 6I: Crime Free Multi Housing.

**May offered a motion, supported by Wallace, to approve the Agenda as amended. Motion carried 7-0.**

Arends introduced 74<sup>th</sup> District State Representative Dave Agema. Agema advised the Board to be as frugal as possible with Township budget decisions. He explained the difficulties the State is facing with businesses moving out of state and with the reformed Michigan Business Tax. Agema offered his ideas and upcoming proposals for the State budget. He assured the Board that he wants to see State Shared Revenues remain constant because local government is closest to the people.

**09-02           CONSENT AGENDA**

The following correction to the December 15, 2008 Minutes was offered:

Page 3, Item 08-214, Second paragraph, last sentence should read: Townsend provided information on the jeopardy lien process for taxes owed by closing, moving, and/or bankrupt businesses.

**May offered a motion, supported by Schweitzer, to approve the Consent Agenda consisting of Approval of Minutes of the Regular Meeting of December 15, 2008 as amended, Consideration of Vouchers/Bills, and Receipt of 2008 Year End Reports, Treasurer's Report for January 2009, and Receipt of Correspondence. Motion carried 7-0.**

**09-03           PUBLIC HEARING - KENT COUNTY COMMUNITY DEVELOPMENT  
BLOCK GRANT FUNDS (CDBG) - CONSIDERATION OF RESOLUTION  
#09-01**

Supervisor Arends stated that he and Planner Sue Thomas had met with representatives from K.C. Community Development to review the local allocation for Alpine Township. Arends noted that the Township's anticipated yearly allocation is approximately \$22,810. In addition recaptured funds have been allotted in the amounts of \$80,000 for land acquisition and \$80,000 for future sidewalks. A summary of the Alpine allocations from July 1, 2006 to June 30, 2009 have been provided to Board members.

**May offered a motion, supported by Schweitzer, to open the public hearing Motion carried 7-0.**

**With no public comment, May offered a motion to close the public hearing. Motion supported by Wallace and carried 7-0.**

Arends explained past designations and recommended the following:

- Designate \$1,000 to the Arbor Circle Corporation North County Teen Parenting Service.
- Designate a maximum of \$18,000 of the 2009-2010 funding for the ITP GO! Bus Service.
- Designate \$45,000 of the recaptured CDBG funds for the acquisition of property with the remainder of the recaptured funds to be designated for sidewalks and/or non-motorized trail projects with the Township.

Supervisor Arends informed the Board that the recaptured funds must be spent by December 31, 2011. He explained that the purchase of property adjacent to the Township would not be contingent upon constructing a building for a specific use or within a specific time frame.

Board members discussed the purchase of the adjacent parcel and expressed concerns about building on property due to the stream, wetland, and drainage issues. May and Cordes were apprehensive about a new library building as the present library is not open full-time. Wahlfield stated that it is never wrong for the Township to acquire more property and that there may be other future uses for the property. Wallace stated the property would not be feasible for a fire station and would like the library to demonstrate more support for additional hours. Schweitzer stated that the money could be earmarked for land acquisition and the Board would have time to investigate several options.

**May offered a motion, supported by Schweitzer, to approve Resolution #09-01 Approving the Allocation and Transfer of Community Development Block Grants (CDBG) Monies for the Year 2009/2010 for Alpine Township as follows:**

- **Designate \$1,000 to the Arbor Circle Corporation North County Teen Parenting Service.**
- **Designate a maximum of \$18,000 of the 2009-2010 funding for the ITP GO! Bus Service, and**
- **Designate \$45,000 of the recaptured CDBG funds for the acquisition of property with the remainder of the recaptured funds to be designated for sidewalks and/or non-motorized trail projects within the Township.**

**There was no further discussion and the motion carried 7-0.**

#### **09-04 PUBLIC COMMENT**

Newly elected 2<sup>nd</sup> District Kent County Commissioner Tom Antor, congratulated Board members on their elected positions and wished them well. Commissioner Antor stated that he is a member of the County Fire Commission and that he has an open door policy.

#### **09-05 COMMISSION REPORTS**

**Planning Commission – Cordes:** January 15, 2009. The Commission designated three zoning ordinance projects for the year: senior housing, auxiliary buildings and propane stations.

**Zoning Board of Appeals – May:** No meeting held in December.

**Historical – Schweitzer:** The Open house was cancelled due to inclement weather.

**Sewer/Water – Arends:** NKSA: Rockford Wolverine Worldwide is ceasing operations in 2009 and this will have an impact the system. Due to the flooding and thawing event December 27, 2008, the new wastewater treatment ran at capacity and overflow was prevented. Water- The Plainfield Water Department has outlined future improvements for Alpine up to the year 2016. System upgrades which includes new pipes and water mains will take place in the Westgate Subdivision in 2009.

**Parks & Recreation – Wallace:** January 8, 2009 Don Bigger was elected Chairperson, he was past Park and Recreation Director in Plainfield Township. The Committee discussed whether or not to allow teams to run their own program and charge a small field usage fee. Park and Recreation minutes will be forwarded to the Township Board.

**09-06 RESOLUTION #09-02 – ALPINE TOWNSHIP INVESTMENT POLICY –  
DISCUSSION & CONSIDERATION**

Treasurer Townsend distributed an updated copy of the proposed investment policy modifications. He explained that he consulted with the Township Attorney and Auditor and they have reviewed the updated documents. In response to a question, Townsend noted that this policy update does not include the CDARS program. Townsend stated that he will be adding two new banks to the approved list of depositories at next month's meeting.

**May offered a motion, supported by Wallace, to approve Resolution #09-02 Alpine Township Investment Policy. Motion carried 7-0.**

**09-07 RESOLUTION #09-03 – SUPPORT OF KENT COUNTY DEPARTMENT OF  
PUBLIC WORKS SOLID WASTE MANAGEMENT PLAN  
DISCUSSION & CONSIDERATION**

Supervisor Arends noted the proposed resolution acknowledges that Alpine Township has reviewed and supports the Solid Waste Management Plan Amendment for Kent County, Michigan.

**Schweitzer offered a motion, supported by Wahlfield, to approve Resolution #09-03: Support of Kent County Department of Public Works Solid Waste Management Plan. Motion approved 7-0.**

**09-08 APPROVAL OF BUDGET AMENDMENTS**

Supervisor Arends noted several budget line items needed to be addressed. He requested that \$10,000 be transferred from Contingency to the following line items:

- \$5,000 for MI Tax Tribunal Legal
- \$1,000 for the Legal Services – Communications
- \$4,000 for the Engineering Services

**May offered a motion, supported by Wallace, to approve the requested Budget Amendments dated 01/19/09. Motion carried 7-0.**

**09-09 REVIEW AND APPROVAL OF ALPINE FIRE DEPARTMENT SOG'S  
(STANDARD OPERATING GUIDELINES)**

The following revised guidelines were submitted for review and approval by the Board:

- Job Descriptions 3-B
- Leave of Absence 3-C
- Discipline 4-A
- Grievance/Complaints 4-B
- Harassment 8
- Preventive Maintenance 10
- Training Records 11
- Driving Record Review 13-C
- Alcohol & Drug Use 17
- Safe Working Environment 22-A

Chief Ron Christians provided a brief overview of the guidelines. Minor changes were noted which included that acronyms shall be written out. Arends noted that the guidelines were divided into three sections for revision in the order of importance. The proposed guidelines presented at this meeting were the first section critical to the Township liability insurance coverage. Christians will have the second section available at the next meeting.

**Schweitzer offered a motion, supported by May, to approve the Alpine Fire Department Standard Operating Guidelines (SOG's) as amended. Motion carried 7-0.**

**09-10 LAWN MOWER REPAIR/REPLACEMENT (SPORTS COMPLEX)**

Supervisor Arends stated that in the past a new lawn mower was purchased for use at the Sports Complex every three years under a government discount program. Board members discussed the option of purchasing a year-old lawn mower for \$5,873 (include trade-in) as opposed to keeping the current lawn mower with a repair cost of \$840. It was noted that the mower's exterior is in good condition and the engine has 680 hours with the warranty expired.

**May offered a motion, supported by Wallace, to keep the Toro lawn mower for an additional year and not purchase a replacement at this time. Motion carried 7-0.**

**09-11 APPROVE RESOLUTION #09-04: AMENDING RESOLUTION #07-05: YORK CREEK DRAIN/ALFOUR POND SAD**

Treasurer Townsend stated the York Creek Drain/AlFour Pond special assessment invoices did not get mailed out prior to the January 15<sup>th</sup> due date. Townsend requested that Resolution #09-04 is adopted to amend the original date that payment is due by changing the payment date from January 15 to February 15 for this year (2009) only. Townsend assured the Board that notices for other assessment districts will be sent out in a timely manner. It was noted the notices are mailed out as a courtesy and the Treasurer is not required to do so by law.

**May offered a motion, supported by Schweitzer, to approve Resolution #09-04 Amending Resolution #07-05. Motion carried 7-0.**

**09-12 FIRE DEPARTMENT UPDATE**

Christians highlighted the 2008 Annual Fire Department Report for the Board, citing a total of 954 calls for the year. He is projecting to exceed over 1000 calls in 2009. The Fire Department was awarded a FEMA grant in the amount of \$44,982 for new extraction equipment, updating the airbag system, and educational materials.

The Department is preparing to replace Engine 8, which is a 1988 pumper housed at Station 2 through the Kent County Fire Commission program. Members of the Department have been working on specifications and drawings for the new vehicle. The Chief will be working with the County Fire Commission on the bid timetable and process.

The Fire Department continues to install smoke detectors and carbon monoxide detectors to eligible residents through the Kent County Health Department grant program. The Fire Department plans to expand advertising of the program to all mobile home parks within the Township.

**09-13 APPOINTMENTS**

Supervisor Arends requested that the following individuals be reappointed:

Planning Commission: Greg Madura, for a second term  
Board of Review: Jim Momber and Mary Wilcome

In addition, Arends offered the following individuals for appointment to the Parks and Recreation Committee:

Don Bigger, Robert Holman, Jeanine Glencer-Sammon, Sam VandenBroek,  
and Paul Waldron.

Also part of the committee are seasonal employees Sue Alt and Linda Dunneback.

**May offered a motion, supported by Wallace, to appoint and approve the following persons retroactive to January 1, 2009:**

**Planning Commission: Greg Madura, for a second term**  
**Board of Review: Jim Momber and Mary Wilcome**  
**Parks and Recreation: Don Bigger, Robert Holman, Jeanine Glencer-Sammon, Sam VandenBroek, and Paul Waldron.**  
**Employees**  
**Sue Alt and Linda Dunneback.**

**Motion carried 7-0.**

**09-14 CRIME-FREE MULTI-HOUSING**

Arends provided information on a Crime-Free Multi-Housing Program that is a partnership between the landlord, tenant, law enforcement and Township. He explained that part of the program is an addendum that residents sign that the results of criminal activities in the rental unit is eviction. The first phase of the program is an eight-hour training class for landlords and law enforcement. York Creek has committed to this program, as has our Community Policing Officer, Nate Ertle. Ertle

anticipates signing up the other apartment complexes and mobile home parks. Ertle has applied for a \$250 grant that will be used to purchase training materials for this project. Arends requested that the Township host this event and budget \$1,000 to cover the cost of the trainer and lunch. Arends believes that the Township has to show its utmost effort in working with our multi-housing facilities and local police in keeping our communities safe and successful.

Wallace commented that he felt this program was good for the community.

**Wallace offered a motion, supported by Cordes, to approve the cost of a certified trainer, lunch and other costs to host a Multi-Crime Prevention Education course not to exceed \$1,250 from the Contingency Fund. Motion carried 7-0.**

#### **09-14 SUPERVISOR'S REPORT AND BOARD COMMENTS**

Supervisor Arends stated that the intent is to get the Harvester newsletter out by February 15<sup>th</sup>. Traffic signs have been erected by Stony Creek School and Lantern Drive indicating that the area is a school zone. Following up on Vinton Avenue residents complaints about speeding traffic, the Kent County Road Commission and State Police have studied and will be lowering the speed limit on some sections of the road. Construction will resume on Rusche/Comstock Park Drive as soon as weather permits.

Wahlfield stated that Board members will be attending the MTA Conference and the official notice of the meeting will be posted.

Townsend stated that he collected approximately \$2,500 in taxes from closed businesses.

Schweitzer requested enforcement of the sidewalks ordinance that deals with snow removal on sidewalks along Alpine Avenue because people are walking in the road.

Wallace was presented with a Certificate of Appreciation for his past work on the Zoning Board of Appeals.

#### **09-15 PUBLIC COMMENT AND ADJOURNMENT**

K.C. Commissioner Antor complimented the Board on working together.

**May offered a motion, supported by Schweitzer, to adjourn the meeting at 9:35 p.m.**

Respectfully submitted,

---

Jean Wahlfield  
Clerk

---

Alex Arends,  
Supervisor

---

Beth Alt  
Recording Secretary