

AGENDA

TALLMADGE CHARTER TOWNSHIP BOARD

October 13, 2026

6:00 P M

I. CALL TO ORDER – Prayer and the Pledge

II. CONSENT AGENDA

Approval of the minutes of September 8, 2026, regular meeting, to approve the bills to be paid in October of 2026 as presented, and to accept as information the treasurer's report, legal update and correspondence if any.

III. PUBLIC PARTICIPATION

All participants must identify themselves and address all comments to the Board. At times, public participation may be limited and/or allowed in conjunction with agenda items. Please keep comments to three minutes.

IV. UNFINISHED BUSINESS

V. NEW BUSINESS

- A. MINING OPERATIONS TIPPING FEE-** Discussion and action. Pursuant to Section 14.1 of the TCT Zoning Ordinance the Board shall establish a tipping fee to be assessed for soil removed under a mining permit. The fee shall be assessed for every cubic yard removed from the property
- B. DISTRIBUTION OF TOWNSHIP AUDIT-** FY 2025/26 audit has been completed and will be distributed. Further discussion will take place at our November 2026 meeting.
- C. TOWNSHIP EMPLOYEE BENEFIT ESTA/PTO TIME OFF-** Discussion and action on updating township policy to comply with practice and Michigan law
- D. LAMONT RE-PAVING PROJECT-** Update regarding the schedule and costs.
- E. TEXT NOTIFICATION SYSTEM-** Update and presentation on the new application that is now available. TEXTMYGOV

- F. MASTER PLAN MEETING WITH PLANNING COMMISSION-**
Discuss possible dates to have a special meeting with the planning commission to discuss Master Plan

VI SUPERVISOR AND COMMITTEE COMMENTS

- + **Supervisor**
- + **Clerk**
- + **Treasurer**
- + **Planning Commission**
- + **Zoning Board of Appeals**
- + **Wright Tallmadge Fire Board**
- + **Wright Tallmadge Fire Chief report**
- + **Grand Valley Metro Council**
- + **Park Committee**

TALLMADGE CHARTER TOWNSHIP

BOARD OF TRUSTEES

Regular Meeting Minutes

September 8, 2026 | 6:00 p.m.

A. Call to Order

Supervisor Mark Bennett called the regular meeting of the Tallmadge Township Board of Trustees to order at 6:00 p.m. Trustee Joel Terpstra offered the invocation, followed by the Pledge of Allegiance. Clerk Kari Rollenhagen was absent. Treasurer Val Schwallier served as recording secretary.

B. Approval of Agenda, Minutes, and Bills

Trustee Terpstra moved to approve the consent agenda, including the agenda, the August 11, 2026 meeting minutes, bills paid in August, and bills to be paid in September. Trustee Kent Bollinger supported the motion. The motion carried.

C. Public Participation

The Board received public comments on matters not related to the proposed Lamont special assessment district. Discussion included questions about Flock safety cameras near Ironwood Drive and Kensington Preserve. The Board noted that Ottawa County and Tallmadge Township jointly support cameras in the area and indicated that staff would verify the placement and ownership of specific units.

D. Unfinished Business

No unfinished business was presented.

E. New Business

a) *Public Hearing—Special Assessment District 2026-01*

The Board considered the proposed repaving of Berkeley Street, Leverett Street, and Mill Street in the Village of Lamont. Trustee Bollinger moved to open the public hearing; the motion was supported and carried.

Supervisor Bennett reviewed the prior hearing of necessity and reported that petitions representing approximately 65% of the affected frontage supported proceeding. The proposed district includes 48 parcels. Based on Road Commission estimates, the total project cost was approximately \$199,000, with the Township responsible for 65% and property owners responsible for 35%. The

proposed assessment was \$1,451 per parcel, payable in full or over five years at 5% interest. The proposed first collection date was December 1, 2027.

Public and Board discussion addressed the treatment of Church Street/44th Avenue as a county primary road; coordination with the Ottawa County Road Commission; milling, grading, drainage, and project specifications; the timing of fall or spring construction; the classification and funding of subdivision roads; and the effect of bid-price increases. The Board noted that the parcel assessment could not exceed \$1,451 without restarting the statutory process. Any material increase in the Township's share would return to the Board for consideration, and the Township could decline to proceed if bids were substantially higher.

Trustee Terpstra moved to close the public hearing; Trustee Bollinger supported the motion. The motion carried.

b) Resolution No. 4—Special Assessment District 2026-01

Trustee Terpstra moved to adopt Resolution No. 4 confirming Special Assessment District 2026-01 and an assessment of \$1,451 per parcel for 48 parcels. Treasurer Schwallier supported the motion. Following discussion of bid volatility and the Township's potential share, a roll-call vote was taken; Joel Terpstra, yes; Kent Bollinger, yes; Mark Bennett, yes; John Bronkema, yes; Michael Eppink, yes; Val Schwallier, yes. The resolution was adopted unanimously, with Clerk, Karina Rollenhagen, absent. The Township will issue the special assessment notices and mail affected property owners notice of their appeal rights.

c) TextMyGov Communication Service

The Board reviewed a proposal for an opt-in text and email notification service to communicate public-hearing notices, election information, tax deadlines, park notices, road closures, burn bans, and other Township information. The proposed three-year agreement is \$6,000 annually and includes up to 50,000 text messages per year; the vendor waived the proposed setup fee. Funding is available in the website/internet budget.

The Board discussed privacy, database access, resident opt-in procedures, two-way messaging, staff workload, and a phased rollout focused initially on outbound information. Township databases will not be shared unless separately authorized.

Trustee John Bronkema moved to enter into the three-year agreement with TextMyGov. The motion was supported. A roll-call vote was taken; Joel Terpstra, yes; Kent Bollinger, yes; Mark Bennett, yes; John Bronkema, yes; Michael Eppink, yes; Val Schwallier, yes. The resolution was adopted unanimously, with Clerk, Karina Rollenhagen.

d) Designated Assessor Agreement

The Board considered renewal of the countywide agreement designating the Ottawa County assessor as the Township's backup assessor if the Township assessor is unable to perform required duties. The agreement carries no cost unless implemented.

Trustee Terpstra moved to approve the five-year designated assessor agreement. Treasurer Schwallier supported the motion. The motion carried.

e) Metro Act Permit—Mercury Wireless

The Board considered a Metro Act right-of-way permit for Mercury Wireless for telecommunications facilities along 48th Avenue and west on Leonard Street toward Polkton Township. Execution of the permit is contingent upon receipt of the required application fee.

Trustee Terpstra moved to approve the permit subject to payment of the application fee. Trustee Bollinger supported the motion. The motion carried.

F. Reports and Updates

a) *Supervisor's Report*

- **M-45/Lake Michigan Drive:** Repaving of the closed eastbound lane was expected to begin by the end of the week or early the following week. Full travel lanes were expected to reopen within several weeks, although shoulder work and permanent drain repairs may continue into spring.
- **Tallmadge Meadows water system:** All homes were restored to service, and the boil-water advisory was lifted. Temporary lines will be buried before cold weather.
- **Audit:** The Township received its audit. No significant issues were identified, and a fuller report will be presented in October.
- **Office staffing:** A college student with municipal experience will provide part-time administrative support using existing budgeted funds.
- **Facilities:** Brett Visser will provide temporary facilities support while the facilities manager is on medical leave.
- **Ottawa County Sheriff:** Sheriff reports are now issued quarterly. Deputy Rietberg, a Township resident, is expected to become the assigned Township deputy around October 1.

b) *Clerk and Treasurer*

The Clerk was absent. Treasurer Schwallier reported no additional business and reminded residents that taxes were due on Monday; the Treasurer's Office would remain open until 5:00 p.m.

c) *Planning Commission*

Trustee Terpstra reported that the Planning Commission considered a request for relief from a siding requirement and advanced a proposed text amendment clarifying that easement rights-of-way are excluded from lot-area calculations.

d) *Fire Board*

The Board received an update from Trustee Eppink on two new fire apparatuses nearing final inspection and anticipated delivery within approximately one month. Discussion included equipment capacity, visibility, and safety features.

G. Adjournment

Treasurer Schwallier moved to adjourn at 7:18 pm. Trustee Bollinger supported the motion. The motion carried.

Respectfully submitted,

Val Schwallier, Treasurer
Recording Secretary

Approved by,

Date: _____

From: Gregory L. Ransford <greg@freshcoastplanning.com>
Sent: Thursday, September 24, 2026 1:28 PM
To: Mark Bennett
Subject: [External] Tipping Fee - Update to Fee Schedule/Resolution

Mark:

As we discussed, please see below. Typically we see **five cents a cubic yard** and I would recommend the same. Thanks.

SECTION 14.00 FEES

14.1 The applicant shall pay a tipping fee for each cubic yard of soil removed, whether or not stockpiled, under the authority of the soil moving permit. The amount of the tipping fee shall be established by resolution of the Township Board and may be modified from time to time. The tipping fee shall be paid monthly to the Township, based upon the records of the applicant.

A. The tipping fees shall be used for paying the Township's expenses of administering and enforcing this Ordinance and paying for any damages or defaults occurring as a result of the soil moving operation, including but not limited to damages to roads or private property; protection of the public from damages to the air, pollution or insect control; and protection from dangers of excavations upon the land for which the soil moving permit was issued.

B. The applicant shall keep accurate records of the materials removed and these records shall be open to inspection at all reasonable times by the Township.

Gregory L. Ransford, MPA
Principal
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616-638-1240
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TALLMADGE CHARTER TOWNSHIP

PAID LEAVE AND HOLIDAY POLICY

A. Eligibility and Classification

This policy applies to employees of Tallmadge Charter Township.

A **Regular Employee** is an employee who averages twenty-four (24) or more hours of work per week.

A **Part-Time Employee** is an employee who averages fewer than twenty-four (24) hours of work per week.

Elected officials, appointed officeholders, members of boards or commissions, independent contractors, volunteers, and other individuals who are not treated as Township employees under applicable law are not eligible for benefits under this policy unless otherwise approved by the Township Board.

B. Earned Sick Time

Tallmadge Charter Township uses a frontloaded paid leave program intended to satisfy the requirements of the Michigan Earned Sick Time Act ("ESTA").

At the beginning of each employee's annual benefit year:

- A **Regular Employee** will receive **40 hours** of paid ESTA time.
- A **Part-Time Employee** will receive **25 hours** of paid ESTA time.

A newly hired employee will receive the applicable amount when employment begins.

The employee's benefit year will run from the employee's anniversary date through the day preceding the employee's next anniversary date.

Because this leave is frontloaded, employees will not accrue additional ESTA time based upon hours worked and unused ESTA will not carry over into the following benefit year, except as otherwise required by law.

C. Permitted Uses of ESTA

ESTA may be used for any purpose permitted under Michigan's Earned Sick Time Act, including:

1. The employee's illness, injury, health condition, medical treatment, diagnosis, or preventative care;
2. Care, treatment, diagnosis, or preventative care for a qualifying family member;
3. Qualifying circumstances involving domestic violence or sexual assault;
4. Certain school or childcare meetings involving a child's health or disability or the effects of domestic violence or sexual assault;
5. Certain public health emergencies, closures, or communicable disease situations; and
6. Any other use protected by Michigan law.

Regular employees may use up to forty (40) hours per benefit year as ESTA-protected leave. Part-time employees may use up to twenty-five (25) hours per benefit year as ESTA-protected leave, unless applicable law requires a greater benefit.

Employees are not required to find a replacement worker to use ESTA-protected leave.

Unused ESTA will not be paid upon separation from employment unless specifically approved by the Township Board or required by law.

D. Vacation Leave for Regular Employees

In addition to ESTA, regular employees are eligible for paid vacation as follows:

- Upon completing one (1) year of Township service: **24 hours of paid vacation per year**
- Upon completing three (3) years of Township service: **48 hours of paid vacation per year**

Vacation will be credited on the employee's anniversary date.

Part-time employees are not eligible for paid vacation.

Vacation requests must be made in advance and approved by the Township Supervisor or designee. Vacation requests may be denied or rescheduled when necessary to maintain staffing or Township operations.

Unused vacation must be used within the employee's applicable benefit year and will not carry over unless specifically authorized by the Township Board.

Unused vacation will not be paid upon separation from employment unless specifically approved by the Township Board or required by law.

E. Notice for ESTA Leave

For foreseeable ESTA leave, an employee may be required to provide up to seven (7) days' advance notice.

For an unforeseeable need for ESTA leave, the employee must provide notice as soon as practicable.

For an ESTA absence of more than three (3) consecutive days, reasonable documentation may be required consistent with Michigan law.

Information concerning an employee's or family member's health, domestic violence, or sexual assault will be kept confidential as required by law.

F. Paid Holidays

Regular employees will receive paid time off when the Township office is officially closed in observance of a holiday or other authorized closure, provided the employee otherwise would have been scheduled to work during the closure.

Holiday pay will equal the number of hours the regular employee normally would have worked during the Township's holiday closure.

Holiday pay is separate from vacation and ESTA/PTO and will not reduce either leave balance.

A regular employee will not receive holiday pay for a holiday that occurs on a day the employee normally would not have been scheduled to work.

Part-time employees are not eligible for holiday pay.

The Township Board will determine the holidays and partial-day holidays officially observed by Tallmadge Charter Township.

G. General Provisions

Paid leave may only be used for hours the employee otherwise would have been scheduled to work.

ESTA will normally be used in increments of one (1) hour.

Use of protected ESTA leave will not be counted as an attendance violation and will not result in retaliation or other action prohibited by law.

The Township will maintain records and provide notices required under ESTA.

The Township Board reserves the right to interpret, modify, amend, or discontinue this policy consistent with applicable law. If this policy provides less than is required by applicable law, the applicable legal requirement will control.

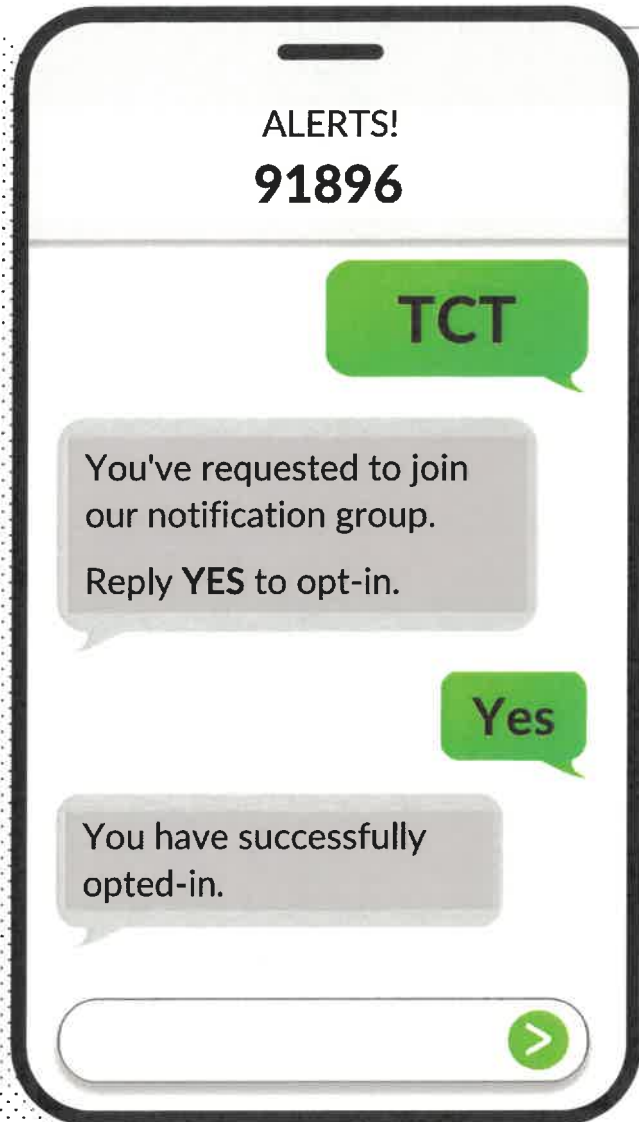
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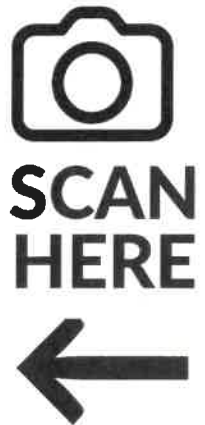
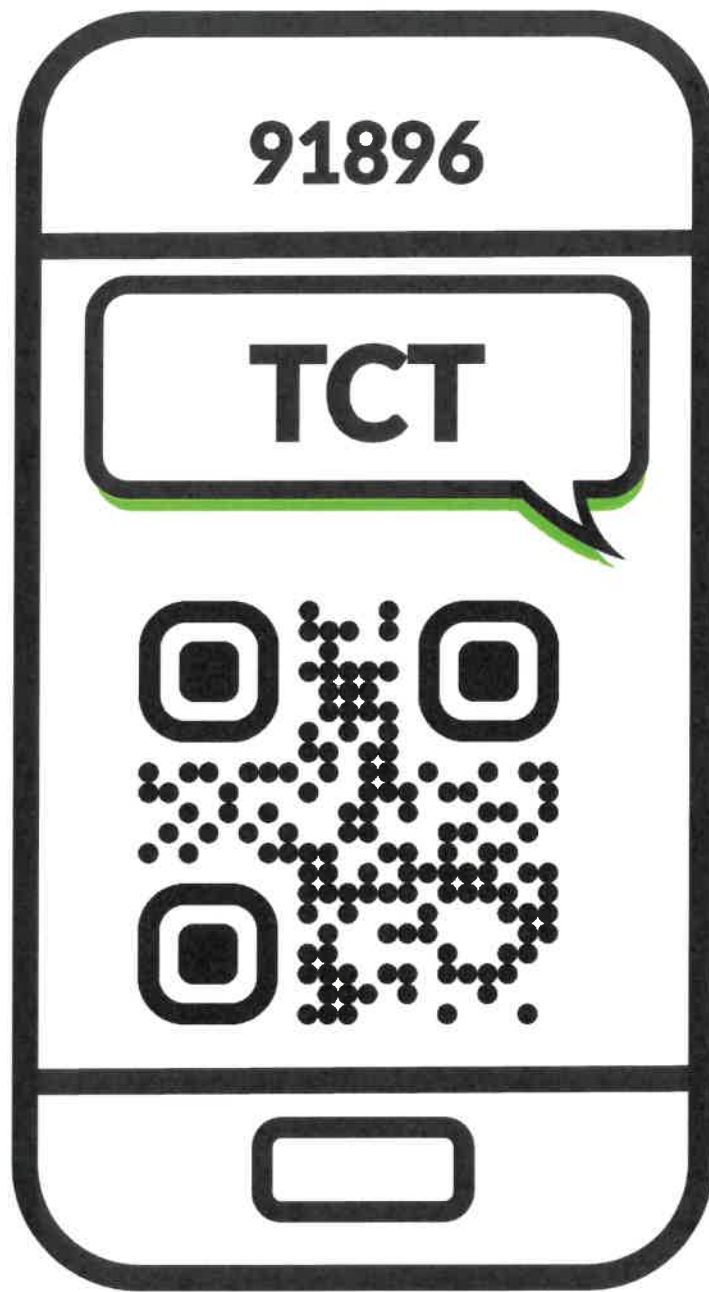
to: **91896**

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before hitting send!

What to Expect:

- After the initial keyword is sent, you will receive a confirmation message asking you to reply **YES** to verify opt-in.
- You may receive multiple text messages a month. Notifications may include **Upcoming Events, Meetings, Office Closures, taxes, elections and other important information.**
- You can text **STOP** at any time to remove yourself from the notification list.

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