

PARK TOWNSHIP  
REGULAR BOARD MEETING  
January 12, 2012

ART 1. CALL TO ORDER  
Supervisor George Jacob called to order the regular meeting of the Park Township Board held on January 12, 2012 at 6:30 p.m. at the Park Township Office.

Present were Supervisor George Jacob, Clerk Skip Keeter, Treasurer Jan Steggerda, Trustees Doug Dreyer, Bob Ellis, Jerry Hunsburger and Mike Toscano, Attorney Dan Martin, and Manager Jerry Felix.

ART 2. INVOCATION-Felix

ART 3. PLEDGE OF ALLEGIANCE

ART 4. APPROVAL OF AGENDA (Additions to or Deletions from Agenda)

**MOTION MADE; MOTION SUPPORTED; MOTION CARRIED:** A motion was made by Keeter and supported by Ellis to approve the agenda. (7-0)

ART 5. APPROVAL OF CONSENT AGENDA

- a) Approval of minutes of the regular meeting of November 10, 2011 and the special meeting held on November 17, 2011
- b) Financial Report
- c) Building / Zoning / Code Compliance Report
- d) Payment of Bills

**MOTION MADE; MOTION SUPPORTED; MOTION CARRIED:** A motion was made by Hunsburger and supported by Keeter to approve the consent agenda. (7-0)

ART 6. FIRE DEPARTMENT REPORT  
Chief Gamby reported on the status of the Fire Department.

ART 7. PUBLIC COMMENT  
Jacob opened the public comment period.

2 people spoke during the public comment period.

Jacob closed the public comment period.

ART 8. SPECIAL PRESENTATIONS: Bruce Wickman; West Michigan Regional Airport  
Wickman gave an update of recent rehabilitation projects and future action items concerning the West Michigan Regional Airport.

ART 9. STAFF AND COMMITTEE REPORTS

- a) Sewer Use Ordinance Amendment  
Felix stated the proposed changes mostly affect industries and businesses.

**MOTION MADE; MOTION SUPPORTED; MOTION CARRIED:** A motion was made by Toscano and supported by Hunsburger to adopt the ordinance amendment. (7-0)

- b) Approval of Banking Depositories  
Steggerda presented the list and information on CDARS. She briefly explained the CDARS process.

The board agreed to support the Treasurer's decision to use the CDARS program.

**MOTION MADE; MOTION SUPPORTED; MOTION CARRIED:** A motion was made by Hunsburger and supported by Dreyer to approve the banking depositories for 2012. (7-0)

- c) Approval for School Summer Tax collection fees  
Steggerda introduced this item. The agreement is to collect \$2.87 per parcel to provide tax collection services to the schools.

**MOTION MADE; MOTION SUPPORTED; MOTION CARRIED:** A motion was made by Keeter and supported by Hunsburger to approve the summer tax collection fees OF \$2.87 per parcel for 2012. (7-0)

- d) Forestry Items  
Felix stated the need to remove diseased trees from Winstrom Park. Also, the forested area behind the Dog Park on Ottawa Beach Road should be better managed.

**MOTION MADE; MOTION SUPPORTED; MOTION CARRIED:** A motion was made by Keeter and supported by Dreyer to authorize tree management at Winstrom Park and the Fairgrounds as proposed by forester Randy Kuipers. (7-0)

The board would like the office staff to notice the residents about the removal of the trees at Winstrom and Ottawa Beach Road.

- e) Policy Manual: Report from Policy Committee  
Toscano gave an overview of the revisions and the process of the committee.

**MOTION MADE; MOTION SUPPORTED; MOTION CARRIED:** A motion was made by Hunsburger and supported by Steggerda to approve chapters 3, 7 & 9 including amendment. (7-0)

The board discussed chapter 10 and the committee agreed to once again review chapter 10 at their next meeting.

ART 10. SUPERVISOR/BOARD APPOINTMENTS: MACC and Chamber of Commerce  
The Supervisor explained the idea behind the change.

**MOTION MADE; MOTION SUPPORTED; MOTION CARRIED:** A motion was made by Dreyer and supported by Ellis to appoint Keeter as at-large representative to the Holland Chamber of Commerce Board and Felix to the MACC Service Delivery Committee. (7-0)

ART 11. PUBLIC COMMENT PERIOD (2 MINUTES PER PERSON)  
Jacob opened the public comment period.

2 people spoke at the public comment period.

Jacob closed the public comment period.

ART 12. MANAGER REPORT  
The manger gave an update of the status of the Township.

ART 13. BOARD COMMITTEE/AGENCY REPORTS  
Hunsburger reported for the Township Manager Evaluation Committee (report attached). The committee reported Manager Felix meets or exceeds expectations in:

- A) Board/Manager Relations
- B) Vision/Leadership/Innovation
- C) Communications
- D) Budget/Finance/Operations

The board discussed issues facing the Township and the meetings each attended.

ART 14. ADJOURN

**MOTION MADE; MOTION SUPPORTED; MOTION CARRIED:** A motion was made by Hunsburger and supported by Keeter to adjourn at 7:44pm (6-0).

Township Clerk  
Skip Keeter

Deputy Clerk  
Daniele Dykens, Recording Secretary  
January 12, 2012

**News Release - PARK TOWNSHIP**

January 12, 2012

**RE: Annual Board Performance Evaluation of Park Township Manager Gerald (Jerry) Felix**

The Board appointed a "Manager Evaluation Committee" comprised of Board Members Doug Dreyer, Bob Ellis and Jerry Hunsburger.

The Committee obtained input from all seven (7) Board Members to arrive at the consensus that Jerry Felix does a highly effective job as Manager. He meets or exceeds expectations in the following categories:

- A. BOARD/MANAGER RELATIONS**
- B. VISION/LEADERSHIP/INNOVATION**
- C. COMMUNICATIONS**
- D. BUDGET/FINANCE/OPERATIONS**

The Committee met with Mr. Felix to discussed in detail the status of previously agreed to goals, items dealing with each of the above categories, and his "self-evaluation".

Mr. Felix's accomplishments during this past fiscal year were noted. High on the list of challenges was presenting a balanced budget, while improving services, despite being faced with reduced property tax revenue and reduced revenue sharing from the State.

It was a hectic but successful year. Mr. Felix had many operational challenges which were dealt with in a professional manner.

The Board is pleased with the work done by our Manager and appreciates his commitment to the challenge of continual improvement in all areas.

\*\*\*\*\*

Board members are encouraged to meet individually with the Manager to have a dialogue from an personal perspective regarding his performance.

Per Board policy, the Committee is charged with providing recommendations for any changes in the Manager's wages, benefits or contract language. The Committee will present these for Board consideration at a future meeting as a part of the budget process.

Evaluation Committee: Doug Dreyer, Bob Ellis, and Jerry Hunsburger