

Minutes of the Regular Board Meeting of Thornapple Township: December 9, 2025

Chairman Tom Zelm called the meeting to order at 7:00 pm, followed by the Pledge of Allegiance. Open meeting compliance was verified with notice posted in three locations.

Roll Call

Board members present: Chair, Tom Zelm; Supervisor, Ryan Smith; (Supervisor John Rautio); Treasurer, Sue Pinnow; Clerk, Becky Smith; Quorum verified: YES

Order of Business

- 1. Swearing in of new town supervisor:** John Rautio was sworn in as Town Supervisor. His oath was witnessed by the board and signed by the clerk. He took up duties immediately.
- 2. Reading & action on board minutes:** Minutes for November's regular meeting and the Budget Hearing were presented. No amendments were necessary. A motion to approve the regular meeting minutes was made by Tom Zelm and seconded by John Rautio; the motion carried. A motion to approve the budget hearing minutes was made by Ryan Smith and seconded by Tom Zelm; the motion carried.
- 3. Treasurer's report:** Sue Pinnow presented three months of reconciliation reports, due to insufficient information at October's meeting and her absence at November's. There were some notes made, but nothing was out of the ordinary or questionable. Sue noted that the shared revenue income was much higher than expected, and Tom suggested we use some as a lump sum payment on the loan to reduce the length and interest. Discussion followed on how much and when would be best. John Rautio made a motion to approve a total of \$75,000 to be paid on the loan in two installments of \$37,500 each, one on the 1st of January, the second on the 1st of February, provided there are no surprise or emergency expenses. Ryan Smith seconded and the motion carried. Tom Zelm made a motion to approve the treasurer's report as presented, and John Rautio seconded; the motion carried.
- 4. Review & approve payment of bills due:** The month's bills were reviewed and approved to be paid. There was one unexpected charge from Waste Management on items recycled, which Sue will check into. A motion to approve the bills was made by John Rautio and seconded by Ryan Smith; the motion carried.
- 5. Roads report:** As JR Baker was absent from the meeting, no report was given. Tom inquired if John Rautio had checked out the complained-of pothole on Sawdust Road, and John gave his opinion that both it and damage to vehicles could be avoided by reasonably careful driving, as the pothole in question seems to be on the very edge of the road. No action will be taken at this time.
- 6. Equipment Report:** Due to JR's absence, no report was made, but Tom noted that he had recently seen the equipment in use, and all appeared to be in working order.
- 7. WISLR Report:** Tom explained that the report was filled out and nearly complete, pending a query on Ramer Rd. and the actual length that was assumed by the Township. Apparently, there is a section of approximately 300 ft. between the former 'end' of the road and the portion which was granted and surveyed in the resolution. The total additional length of the road is about 1100 ft. Tom expressed a desire to somehow retain the information contained in the WISLR report for the Town's own records as a means of tracking and knowing the conditions and maintenance progression of our roads. Sue mentioned a service discussed in one of the WTA meetings that would provide that for us: the company

would do all the surveying of all the current roads and their condition and create a way for us to track that information. Tom suggested that we contact a representative or two and invite them to the next monthly meeting so they can share the process and provide quotes. Sue will check into it.

8. **Website details:** Becky Smith reported that the updates previously discussed, regarding building permit and recycling information have been added; building permit requirements are stated clearly and links to the permit forms are provided, as well as additional recycling information and links for further details. Meeting notices and minutes are being added, and the site seems to be an effective means of sharing information for the town. Tom mentioned a recent email about a new recycling program for electronics. Details are unclear at this time, but it may be useful.
9. **Caucus meeting date:** Sue noted that no caucus meeting is needed this time.
10. **Buildings/Town Hall/Recycling Center:** Sue stated that the income from recycling/trash collection has been higher lately, which is helping pay for site attendant wages and the big clean-up dumpsters. Nothing else was reported.
11. **Citizens' comments:** No citizens were present. Sue took this time to mention the necessity of election workers for the coming year and gave a list of the names to be approved. She also mentioned the possibility of getting some high school students in to help and learn about the process. Tom made a motion to approve the current names and was seconded by John; the motion carried.
12. **Adjourn meeting:** Tom Zelm made a motion to adjourn the meeting at 8:26 PM and was seconded by John; the motion carried.

Next month's meeting will be on: January 13, 2026 at 7:00 PM.

Minutes prepared by: Becky Smith, Clerk

Minutes seen and approved by:

Tom Zelm, Chairman

Ryan Smith, Supervisor

John Rautio, Supervisor