

**Minutes of the Robinson Township Board of Trustees –
As Amended at the September 10, 2025 Board Meeting**

Held at Robinson Township
August 13, 2025 at 7:00 p.m.
12010 – 120th Ave, Grand Haven, MI 49417

Present: Adam MacMillan, Jamie Tubergen, Victoria Sund, Steve Ambrose, Ben Ipema

Also present: Attorney Bultje and seven members of the public

1) Supervisor MacMillan called the meeting to order at 7:01 p.m.

2) The Pledge of Allegiance was recited followed by the invocation given by Supervisor MacMillan.

3) Tubergen made a motion supported by MacMillan to approve the agenda with the additions of 6b and 6g. Motion passed.

4) Tubergen made a motion supported by Ambrose to approve the July 9, 2025 Board Meeting minutes.

5) Public Comment: Sarah Wagonmaker – Proposes to have Harbor Transit come to Robinson Township.

New Business

6a) Maintenance Equipment: Pole Saw Quote Allendale Hardware: Our Maintenance person requested the approval to purchase a Stihl Gas Chainsaw/Pole Saw Combo for \$449.00 to be used at our Park, Cemetery, and other areas. Sund made a motion to approve the purchase of a Stihl Gas Chainsaw/Pole Saw Combo for \$449.99, which was supported by Tubergen. Roll Call vote was held with all members present voting yes. Motion passed.

6b) KHC Technologies:

- Cybersecurity Quote #1389 for \$845.00 annually for Robinson Township
 - The Cybersecurity will provide advanced protection (i.e. Malware). Motion was made by Tubergen to approve Quote #1389 for \$845.00 annually, which was supported by Sund. Roll Call vote was held with all members present voting yes. Motion passed.
- .Gov Application, Quote #1380, for \$1,206.00 annually for Robinson Twp. Fire Department Emails
- .Gov application, Quote #1405, for \$1,200.00 for Robinson Twp. Emails
 - Moving the Township and Fire Department to the .gov Domain will provide more security. The township started this process about 6 months ago. Fire Department Quote #1380, in the amount of \$1,206.00, and Township Quote #1405, for \$1,206.00 minus \$150.00 (1 hour labor Township has already paid) for new total of \$1,056.00, MacMillan noted he would obtain a new quote for the Township. MacMillan made a motion to approve moving to the .gov Domain by approving Fire Department Quote #1380 in the amount of \$1,206.00 and the amended Township Quote #1405 that will be \$1,056.00, which was supported by Tubergen. Roll Call vote was held with all members present voting yes. Motion passed.

6c) Bakale Map Amendment (Rezoning) Application: There is a 6.74 acre piece the owner would like to rezone. The front half is zoned B2; the back half is zoned A1. Owner would like whole parcel to be zoned B2. After discussions, MacMillan made a motion to take the recommendations of the Planning Commission and Andrea Goodell to deny this Application for the reasons given, which was supported by Tubergen to approve the denial. Roll call vote was held with all members present voting ~~no~~ yes. Motion ~~failed~~ passed.

6d) S&M Mining Permit Renewals

- South Cedar Sand Mine
- 108th Street Sand Mine
 - Andrea took pictures of Sites. Based on Reports: they are monitoring ground water—it looks safe and clean. They have a good plan. Tubergen made a motion to approve the Planning Commission's recommendations to renew permits on the South Cedar Sand Mine and the 108th Street Sand Mine, which was supported by Ambrose. Roll call vote was held with all members present voting yes. Motion passed.

6e) Fire Fighter Applications

- Derek Deluca
 - Deluca is a returning member. He was on the staff from 2018 – 2021/2022. He moved out of state due to wife's job and is now back in Michigan. He was in good up standing when he left.
- Randall Heaton
 - Heaton is a Paramedic with Sherriff's office and owner of Frontliners Education, which provides Paramedics and EMT education training. He would help with training and would be a good addition to the Team.
 - The question is should Derek Deluca and Randall Heaton be hired on the Robinson Township Fire Department. MacMillan made a motion, which was supported by Tubergen, to hire Deluca and Heaton to the Fire Department. A Voice Vote was taken with all members present saying aye. All opposed, none. Motion passes.

6f) Appointment of Adam MacMillan to the park board as the Board Rep.: Motion was made by Tubergen to nominate MacMillan to the Park Board as the Board Rep., which was supported by Ambrose.

6g) Robinson Park New Sign Quotes: The Park Board would like to have the Board approve the purchase of signs that Ottawa County would make for us at \$.10 per square inch. Per Mary Twa's email, the breakdown is noted below. The Park Board would like approval so they can get in rotation at the County as it can take 3 days to 8 weeks to complete the signs.

- 18 x 24 6 @ \$43.20 =\$259.20
 - Welcome to Robinson Township Park
 - Pavilion Reservation Information
 - Danger High Voltage Township Use Only
 - Permit Requirements and Information
 - Park/Recreation Area Rules and Regulations
 - Trail – Still working on sign
- 42 x 42 1 @ \$176.40 =\$176.40
 - Welcome to Robinson Township Park
- 42 x 63 1 @ \$264.60 =264.60
 - Robinson Train Schedule
 - MacMillan made a motion to approve the cost of Ottawa County making the Township Park's signs at the costs noted above from Mary Twa's email, which was supported by Ipema. Roll call vote was held with all members present voting yes. Motion passed.

All Other Business

7a) Fire Fighter Personnel Policies Discussion: Fire Department Deputy Chief is no longer in his position.

7b) Review and Approve Bills: Tubergen made a motion, supported by Ambrose, to pay the bills. Roll call vote was held with all members present voting yes. Motion passed.

Reports

8a) Treasurer noted they are accepting taxes until September 15. Our Annual Audit has been completed. There were no significant findings. The document is in Treasurer's office if you want to review it. Treasurer has letter from Auditor outlining their findings and recommendations.

8b) Clerk noted she is getting ready for a November election. Zeeland Public Schools has something on the Ballot. Been working with Treasurer on Budget challenges.

8c) Planning Commission – we discussed most everything earlier in the meeting. The Short-Term Rental (STR) Map and Coordinates but that did not come up. Andrea has given the wording document to the Township for review and to fill out the Application. There are a few things we need to do inhouse (i.e., who is going to monitor it, approved fee schedule, etc.).

8d) Northwest Ottawa Recreation Authority (NORA). No longer voting members. MacMillan received an update that they're Carnival in July had a good turnout—best year they've had.

8e) Zoning Administrator – 15 Permits

8f) Park Board: Kraig Shultz noted there is a Boy Scout (Gibson) working on an Eagle for a Service Project for our Park. He has been talking to the Park Committee and would like to get on the agenda to talk to the Board about his Eagle Project, which needs to be approved by the Board before he proceeds.

8g) Library Board: No update.

8h) Fire Department in July 2025 had 32 calls. Next month Careerline Tech Center is starting a Fire Fighter (FF) I and Fire Fighter II Program for high school students. In 2026, they are going to integrate an already existing EMT Program. Then as seniors, they fall into FF I and FFII program so when they graduate, they would be eligible and fully certified to be hired at any Fire Department in the State of Michigan. A need is to have local Fire Departments sponsor students. It is to our benefit as all that training would be at no cost for us. Currently EMT training is \$2,000 per student and FFI/FFII is about \$1,500.

8i) Ambulance Oversight: There is a meeting next Thursday. We are continuing to work on which path we want to take.

9) Public Comment: No comment given

10) Tubergen made a motion, supported by Ipema, to adjourn the meeting at 8:01 pm.

Respectfully submitted,

Victoria Sund
Robinson Township Clerk

Adam MacMillan
Supervisor