



**TSEGO  
TOWNSHIP**  
EST 1833

**OTSEGO TOWNSHIP  
PLANNING COMMISSION  
MEETING MINUTES  
November 3<sup>rd</sup>, 2025  
Monday at 7:00 PM**

*Planning Commission Members.*

*Chair Brad Ade, Vice Chair Andy Webb, Secretary Jeff Polonowski.*

*Scott Reising, Karen Burns, Mike Bosch, Noah Boyd, Open Position & Roger Rumble*

Chair Ade called the meeting to order at 7:01 p.m.

Members Present: Andy Webb, Roger Rumble, Brad Ade, Jeff Polonowski, Mike Bosch, Noah Boyd, Karen Burns.

Members Absent: Open Position, Scott Reising.

**Approval / Correction of Minutes:** Motion by Mike Bosch, support by Andy Webb, to approve October 6<sup>th</sup>, 2025, Planning Commission meeting minutes as amended. Corrected the motion support person under Case 25-05 from Scott Bosch to Scott Reising. Motion carried: 7 – Yes, 0 – No, 2 – Absent.

**Special Use Permit and Site Plan Review – High Grade Materials Company, Case 25-05.**

The special use and site plan is for gravel and sand mining operation. The operation will be located off the south side of Jefferson Road and 104<sup>th</sup> Avenue commonly known as 2264 104<sup>th</sup> Ave. The operation will be located on 4 parcels of land: 03-17-030-002-00, 03-17-030-001-10, 03-17-029-006-10, 03-17-020-014-50 totaling approximately 158 acres. The review process for the Site Plan and Special use began with the September 17<sup>th</sup> meeting and reviewed again at the October 6<sup>th</sup> meeting. The review was tabled till the November 3<sup>rd</sup> meeting to allow time to review amended documentation presented by High Grade just prior to the October meeting. Chip Tokar of Natural Resources Management LLC, Amber Hoover, High Grade CEO and Greg Kolodziej of High Grade were present to answer questions.

- Discussed the Bonding requirement. High Grade has used bank certified letter of credit for other projects and asked if we would accept a letter of credit prior to opening. Discussion followed. It may be acceptable, but it is up to the Township Board.
- Certificate of Insurance. A copy has been provided.
- Road Bonding. High Grade was not willing to post a Road Bond because the Allegan County Road Commission does not determine or estimate road wear based on usage making it difficult to determine what the Road Bond amount should be. The county road commission does approve haul routes based on the condition of the road. The Road Commission does do annual inspections listing the “PACER” grade for paved roads. The haul route has a PACER grade of 6. Mike Bosch stated that most road fall into a range of 4 – 7 which is considered acceptable. Jefferson Road and 104<sup>th</sup> street.
- While the ordinance suggests assessing road damage after a start date, the Allegan County Road Commission does not and will not do such studies. It is difficult to apply wear and tear by user.
- Rick Root, 2432 102<sup>nd</sup>, questioned why Trowbridge Township wasn’t contacted about the portion of the haul route that is in their township (parts of 102<sup>nd</sup>, 104<sup>th</sup> and 26<sup>th</sup> streets) and gain their approval.
- Trent Martin, 2020 Pleasant View Dr, and others asked if there would be a public hearing for people to express their opinions and if not, it may be a violation of the open meetings act. After some discussion, it is appropriate to allow for a comment period and apply time limits for each comment. Unlike a public hearing, the Planning Commission does not have to respond to each comment.

- Trowbridge Township supervisor, Jeff Kaylor, asked why they were not notified about the haul route. Brad Ade was told by the Allegan County Road Commission representative that we would contact Trowbridge Township concerning the haul route. Andy Webb spoke about the complaint and felt that it still goes back to the County Road Commission.
- Brad Ade discussed whether the proposed berms are sufficient to hide the equipment (visible) and reduce noise levels. Do we need to require more berms and or placement of evergreens for screening. The berms are constructed using removed topsoil and the berms will be expanded as more cells are opened. Consensus of the planning commission members was that the proposed berms were acceptable and no additional evergreen plantings are needed. Also, the Planning Commission agreed with High Grade that fencing on the south lot line is not required and placement of no trespassing signs 200 feet apart was an acceptable replacement due to the swamp conditions.
- Karen Burns asked about adding a well in the future and stated the special use permit would have to be amended if a well was planned. Karen also asked where complaints or changes of hours of operation should be directed. Township Supervisor Bryan Winn stated that those questions should be directed to him/township.
- Andy Webb questioned if the haul route only applied to the outbound traffic. It was confirmed that the haul route applies to both.
- At this point in the meeting, comments were received from the audience:
  - Chet VanderPloeg, 421 21<sup>st</sup> Steet, had concerns about the safety of the school students running track on the roads.
  - Jeff Kaylor, Trowbridge Township Supervisor, asked about who made the decision on the haul route. It was approved by the Allegan County Road Commission.
  - Scott Gallaway, 2378 104<sup>th</sup>, was concerned about the entrance location near the hill on 104<sup>th</sup> /Jefferson Road.
  - Joel Zuiderveen, 2301 104<sup>th</sup>, was concerned about the entrance location and the traffic speed and stopping distance needed because of the hill on Jefferson Road.
  - Trent Martin, 2020 Pleasant View Dr, was supportive of the previous concerns previously stated. He also was concerned about limit line of site distance at the entrance, especially as it applies to school buses. He also asked if we were going to require a Hedonic study to determine property value loss and if not if we would use the Upjohn study used for Richland area.
  - Rick Root, 2432 102<sup>nd</sup>, he was concerned about traffic on the haul route. He also wanted to know if and how they give back to the community.
  - Glenda Pearson, Jefferson Road, if the taxes they pay would be shared by those that live near the mining operation.
  - Tracy Gallaway, 2378 104<sup>th</sup>, spoke about safety as she has had 4 accidents at or near her residence.
  - Diana Krejer, 2161 Pleasant View Drive, voice concerns about noise and wear to the roads.
  - Chris Calkins, 2324 104<sup>th</sup>, commented on the Hedonic study mentioned by Trent Martin and is also requesting a study.
  - Brian Germain, 2100 Pleasant View Drive, was concerned about the safety of cyclists with the added truck traffic.
  - Jeff Gray, 2242 Jefferson Road, was concerned about the line of sight at the entrance and the area having windy conditions that could produce dusty conditions and affect people's health.
  - Candy Gray, 2234 Jefferson Road, says they live on the curved part of the road and have safety concerns about the added truck traffic.
  - Connie Powers, 248 104<sup>th</sup>, had concerns about truck traffic and the smell of diesel fumes.
  - Cheryl Germain, 2100 Pleasant View Drive, felt the addition of the mining operation would change the aesthetic nature of the area that attracted them.

- Karen Robinson, 2241 Jefferson Road, stated there were no road shoulders on Jefferson Road. She was told that that was not part of the haul route by Bryan Winn, Township Supervisor.
  - Gene Powers, 2409 104<sup>th</sup>, asked if the Allegan County Road Commission had approved the haul route. He was told that they did give approval.
  - Dave Webber, 2269 102<sup>nd</sup> raise concerns about the added truck traffic on 102<sup>nd</sup>.
- The public comment period ended. Andy Webb was first to speak. He tried to respond to some of the comments. He stated that Hedonic studies are not specified or required by the ordinance. His research on mining operations show that Courts will typically lean towards the mining operations. The thought is that the operations need to go where the gravel and sand are available. The issue was noticed as required by State Law and it was also available online. Hours of operations are according to the township ordinance; Dust control was covered by the application. As for cycle traffic, it would be great to add cycle lanes to roads, but the money is not there for it to happen. Andy also stated that he lives near the proposed mining operation and will be impacted. As for the speed issue, he suggested contacting the sheriff's department if violations are observed and asked for additional speed coverage.
  - Mike Bosch made several comments. He discussed that the Planning Commission is ruled by the ordinances and State law. We can't rule by personal feelings. On taxes, He stated we did not contact or try to entice High Grade to located here. They made their own decision based on their needs. He also reminded everyone that there were two other operations in the same area, and one has closed. Neither operation is under the ordinance because they existed prior to the ordinance. He does not support Hedonic Study. Regarding road wear, it is up to the Township Board to monitor wear as they do their annual road review.
  - Noah Boyd asks that when the berms are created that there are opening for drainage and other reasons.
  - Jeff Polonowski asked what the expected daily truck traffic will be and a range. What was stated from High Grade was an average of 30 trucks with a range of 0 to 60 trucks.
  - Jason Derry, Zoning Administrator (PCI) addressed taxation and cost to the township and suggested that the project will reduce the tight market for gravel and sand and save money for the county, townships and municipalities.
  - Chair Ade completed the Finding of Fact form for a Special Use Permit as provided by PCI, Jason Derry. The form consists of answering 10 questions as to complying with or not with the ordinances. All ten questions were answered yes and supports approval of the Special Use Permit and Site Plan. A copy of the form is attached.

On a motion by Andy Webb, supported by Roger Rumble, to recommend approval to the Township Board as presented (latest amendment). Haul Route drawing dated 10-15-2025. Sheet 1 Existing Conditions dated 10-2-2025. Sheet 2 Mining Plan dated 10-9-2025. Sheet 3 Reclamation Plan dated 10-2-2025. Sheet 4 Cross Sections dated 6-10-2025. Reference: Special Use Permit Application and Site Plan Review Narrative last revised on 10-2-2025. Motion carried: 7 – Yes, 0 – No, 2 – Absent.

**Special Use Permit and Site Plan Review – Kalsee Credit Union, Case 25-06.**

The property addressed as 1320 M-89 Highway, also known as permanent parcel number 03-17-025-030-00, resides on the southeast corner of M-89 and Plainwell Dam Road and comprises approximately 0.85 acres. It is currently zoned C-General Business and neighbored by like C zoned property to the south, east, west and both C and by I-Industrial to the north. Kalsee Credit Union is requesting a special use permit and site plan to raze the current structure and build a branch location with a drive thru facilities.

Matt Lahman, CEO of Kalsee Credit Union, and Tyler Cravens of Mitten State Engineering were present at the meeting. Jason Derry from PCI was also present as the township's zoning administrator. Matt began with the history of Kalsee Credit Union. They did receive a list of changes from PCI's Tim

Johnson acting zoning administrator. Tyler and Matt stated they had amended the site plan to comply with the requested changes. They were ready to answer questions.

The public hearing was opened by Chair Ade at 9:32 and closed hearing no comments. Several questions were asked about the site plan. Chair Ade completed the Finding of Fact form for a Special Use Permit as provided by PCI, Tim Johnson. The form consists of answering 10 questions as to complying with or not with the ordinances. All ten questions were answered yes and supports approval of the Special Use Permit and Site Plan. A copy of the form is attached.

On a motion by Noah Boyd, supported by Mike Bosch, to recommend approval to the Township Board with stipulations. Need administrative approval by PCI to confirm the applicant revised the dumpster location and parking as cited by the zoning/analysis report and provide joint access agreement with Dunkin Donuts and grading/storm water discharge agreement with Walmart.

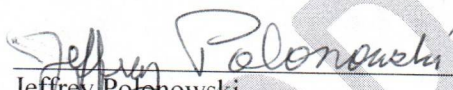
**Master Plan Update.**

Jason Derry, PCI, was present to review the updates he previously submitted; however, due to the late hour of the meeting, review of the master plan will be taken up at the next meeting.

Chair Ade asked the Planning Commission if we would rather not fill positions and go to a 7-member Planning Commission. After a short discussion, it was a unanimous decision to keep it at 9 to ensure that there are good representation of the public and enough members to ensure a quorum is present,

Noah Boyd made a motion, support Mike Bosch, to adjourn. Motion carried: 7 – Yes, 0 – No, 2 – Absent. Meeting adjourned at 10:54 pm.

Respectfully submitted,

  
Jeffrey Polonowski  
Planning Commission Secretary

12-3-25  
Date

**Note:** There are six attachments to the Planning Commission minutes.