

Board Work Session at 6:00 pm, prior to the regular board meeting.

**Muskegon Charter Township (MCT)
Regular Board Meeting Minutes
June 6, 2016**

A. CALL TO ORDER: Supervisor Kieft called the meeting to order at 7:00 pm and led the pledge of allegiance.

Motion by Treasurer Wood and second by Trustee Hughes to appoint Trustee Hernandez as Clerk Protem. **Motion Carried**

B. INVOCATION

Present: Hughes, Ream, Wood, Kemp, Hernandez, Kieft **Excused:** Oakes
Also present: Legal Counsel D. Hughes, Staff: Planning/Zoning/Development Director L. Grabinski, DPW Director J. Sanders, Accountant Director E. Joslyn, Fire Chief Glotzbach, Assessor P. Good, Fire Fighters – Jacob Grabinski and Brad Walters, Clerical – G. Vega, K. Barry, A. Muskovin, Deputy Clerk R. McKenna, and nine (9) guests. (Commissioner Susie Hughes)

This meeting was recorded and labeled the June 6, 2016 regular board meeting.

C. APPROVAL OF AGENDA - It was moved by Treasurer Wood and second by Trustee Hernandez to approve the agenda with the addition of No. 11 (H) New Business – Approval to Fix or Replace Rental Inspection’s Tablet, remove (B) and correct No. 8 (H) New Business – from removed to remove. **Motion Carried**

D. AUDIT PRESENTATION BY BRICKLEY DELONG - Eric VanDop, CPA for Brickley Delong presented the audit with a power point presentation. Each Board Member had received an Auditor’s letter dated May 9, 2016 with an overview of their findings and a copy of the Audit report with the required supplemental information for fiscal year ending December 31, 2015. Mr. VanDop reviewed revenues, expenditures, assets, liabilities, fund balance, retirement systems, pension liabilities and GASB 68 Financial Statement changes. There will not be a recommendation letter from the Auditor. In conclusion, the Township has received an “Unmodified Opinion. This is the highest opinion that can be received.

E. PUBLIC COMMENTS FOR ITEMS ON AGENDA ONLY - None

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F. CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes – May 16, 2016
 2. Maintenance/Inspection/Planning/Zoning Committee Minutes – April 19, 2016
 3. Maintenance/Inspection/Planning/Zoning Committee Minutes – May 17, 2016
- It was moved by Trustee Kemp and second by Trustee Hernandez to approve the consent agenda as presented. **Motion Carried**

G. UNFINISHED BUSINESS - None

H. NEW BUSINESS

1. Weekly Check Runs and Total of all Checks – \$ 288,930.46

It was moved by Treasurer Wood and second by Trustee Kemp to approve payment of the weekly and semi-weekly bills of \$ 288,930.46 from the appropriate accounts.

6 – Yeas: Hughes, Ream, Wood, Kemp, Hernandez, Kieft

0 – Nays

Absent: Oakes

Motion Carried

2. Resolution No. 16-19 – Amend Chapter 46 of the Code of Ordinances by Removal of Reference to Pine Grove Manor, Park Woods and Arbor Crossing

It was moved by Trustee Kemp and second by Trustee Hernandez to approve Resolution No. 16-19 to adopt Ordinance No. 16-05 to amend Chapter 46 of the Code of Ordinances by Removal of Reference to Pine Grove Manor, Park Woods and Arbor Crossing.

6 – Yeas: Ream, Wood, Kemp, Hernandez, Hughes, Kieft

0 – Nays

Absent: Oakes

Motion Carried

3. Resolution No. 16-20 – Amend Chapter 58 of the Code of Ordinances by Removal of Reference to Use Variances

It was moved by Treasurer Wood and second by Trustee Kemp to approve Resolution No. 16-20 to introduce Ordinance No. 16-06 to amend Chapter 58 of the Code of Ordinances by Removal of Reference to Use Variances.

6 – Yeas: Wood, Kemp, Hernandez, Hughes, Ream, Kieft

0 – Nays

Absent: Oakes

Motion Carried

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New Business continued

4. Resolution No. 16-22 – Approve the Appointment of Representatives to the Muskegon Central Dispatch 9-1-1 Board of Directors

It was moved by Trustee Hernandez and second by Trustee Kemp to adopt Resolution No. 16-22 to approve by virtue of their positions – Supervisor and Fire Chief, the appointment of David A. Kieft Jr. (Primary) and David Glotzbach (Alternate) to the Muskegon Central Dispatch 9-1-1 Board of Directors.

6 – Yeas: Wood, Kemp, Hernandez, Hughes, Ream, Kieft

0 – Nays

Absent: Oakes

Motion Carried

5. Approval to Hire Part-time Clerical Employee

It was moved by Trustee Hernandez and second by Treasurer Wood to hire Kelly Sluyter as a part-time Muskegon Charter Township clerical employee effective June 20, 2016 at an hourly rate of \$11.00 per hour.

6 – Yeas: Kemp, Hernandez, Hughes, Ream, Wood, Kieft

0 – Nays

Absent: Oakes

Motion Carried

6. Approval to Attend 2016 MAMC Summer Conference

It was moved by Treasurer Wood and second by Supervisor Kieft to approve Clerk Oakes to attend the 2016 MAMC Summer Conference in Lansing, MI at a cost not to exceed \$1,094.85 and to approve the appropriate budget amendments from the Supervisor's conference and dues fund to the Clerk's conference and dues fund.

6 Yeas: Hernandez, Hughes, Ream, Wood, Kemp, Kieft

0 – Nays

Absent: Oakes

Motion Carried

7. Approval to Purchase Lawn Mower for Township Hall

It was moved by Trustee Hughes and second by Trustee Hernandez to approve the purchase of a Toro Timemaster 30" lawn mower from Norton's Small Engine Repair at a cost not to exceed \$960.00. This is a recommendation from the DPW Committee.

6 – Yeas: Hughes, Ream, Wood, Kemp, Hernandez, Kieft

0 – Nays

Absent: Oakes

Motion Carried

New Business continued

8. Approval to Remove Dug-outs and Purchase Fencing, Gates and Benches at Parslow Park

It was moved by Treasurer Wood and second by Supervisor Kieft to remove the dug-outs at Parslow Park and purchase four (4) 15' aluminum benches from Belson Outdoors at a cost of \$1,316.00 and install new fencing with gates at a cost of \$6,670.00 purchased from Reliable Door, Fence and Gate Systems, Inc... This is a recommendation from the DPW Committee.

5 – Yeas: Wood, Kemp, Hernandez, Hughes, Kieft

1 – Nays: Ream

Absent: Oakes

Motion Carried

9. APPROVAL OF DONATED LEAVE POLICY

It was moved by Trustee Hernandez and seconded by Trustee Kemp to approve the Donated Leave Policy.

6 – Yeas: Wood, Kemp, Hernandez, Hughes, Ream, Kieft

0 – Nays

Absent: Oakes

Motion Carried

10. Approval of Township Newsletter

It was moved by Treasurer Wood and seconded by Trustee Kemp to approve the expenditure for summer/winter newsletters. Budget amount is \$1200.00.

6 – Yeas: Wood, Kemp, Hernandez, Hughes, Ream, Kieft

0 – Nays

Absent: Oakes

Motion Carried

11. Approval to Fix or Replace Rental Inspection's Tablet

It was moved by Trustee Hernandez and seconded by Supervisor Kieft to purchase a SurfacePro4 at a cost of \$878.99 to replace the damaged tablet.

6 – Yeas: Kemp, Hernandez, Hughes, Ream, Wood, Kieft

0 – Nays

Absent: Oakes

Motion Carried

I. PUBLIC COMMENTS

1. Tempenny Sutton – 2112 McLaughlin – Mrs. Sutton advised they have trailers/campers stored on vacant land; which is owned by her and her husband and her brother-in-law. Her brother-in-law also owns the residence adjacent to the vacant land. She provided the Board with pictures. The trailers are located 300' from the road and her son maintains the yard. They have been informed that they are in violation of the ordinance. The Ordinance says vehicles may be parked on adjacent vacant land – if both parcels are titled to the same owner.

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Public Comments continued

2. Danny Sutton – 2112 McLaughlin – Mr. Sutton advised he is working on his garage and he had to remove his personal belongings – so he purchased trailers to store them in. He would rather store them on the vacant land than at his home; because he does not have enough room and they would be an eyesore. Supervisor Kieft advised that the ordinance does not allow - the vacant lot has to be owned by the person who owns the primary resident and suggested they go to the Planning Commission for their review. The Planning Commission will make a recommendation to the Township Board.

3. Mike Anderson – 2563 Renae Dr. – Mr. Anderson commented that the vacant land is not a lot – it is acreage. He questioned why the water/sewer assessment keeps rising – Treasurer Wood provided the current costs for hook-up. Mr. Anderson discussed using paved road shoulders as paths for kids to walk.

4. Commissioner Susie Hughes, 2425 Safari Lane –

a) Water Policy Board meeting scheduled for June 14, 2016 has been canceled

b) Community Breakfast on June 7, 2016 at 8:00 am

c) Free Tire Recycling on June 11, 2016 from 9:00 am to 2:00 pm at Mullally Park for Laketon Township, Fruitland Township, Dalton Township, Muskegon Township and Blue Lake Township residents.

5. Jenny McNeill – Ms. McNeill advised she is running for Judge of Probate Court. She has 20 years of experience practicing family law. She has been involved in the community for many years. She has been endorsed by retired Judge John Ruck, Retired Sheriff Bob Carter and Prosecutor D. J. Hilson.

J. ANNOUNCEMENTS: None

K. ADJOURNMENT: It was moved by Treasurer Wood and second by Trustee Hernandez to adjourn the meeting at 8:05 pm. **Motion Carried**

Recorded by:
Robyn E. McKenna, CMMC
Deputy Clerk

Reviewed by _____ Reviewed by _____
David A. Kieft Jr. Ann D. Oakes, CMC, CMMC
Supervisor Clerk