

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

**Muskegon Charter Township (MCT)
Regular Board Meeting Minutes
July 17, 2017**

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

B. INVOCATION: Given by Elder Arnold Hicks, Pastor
Community of Christ

Present: Hughes, Ream, Oakes, Wood, Kemp, Hernandez, Kieft; Absent – None
Also present: Legal Counsel D. Hughes, Staff: DPW Director Sanders, Police Chief Wypa, Fire Chief Glotzbach, Accounting Director Joslyn, Planning Zoning Development Director Werschm and 5 guests. (County Commissioner S. Hughes)

Meeting was recorded and labeled the July 17, 2017 regular board meeting.

C. AUDIT PRESENTATION – GABRIDGE & COMPANY - Joe Verlin, CPA, CGFM, and Principal in Auditing services for Gabridge and Company presented the audit for fiscal year ending December 31, 2016. Each Board member and Accounting Director had received a hard copy of the audit. Mr. Verlin stated that it was a good relationship to work with the Township. Staff is very professional, courteous and provided all information requested to complete the audit. After completing the audit, "in our opinion financial statements present fairly in all material respects... in accordance with accounting principles generally accepted in the United States." An Unmodified Opinion. This is the highest opinion that can be received. Mr. Verlin gave an overview of the audit, bringing our attention to several pages as he discussed the financials. He asked if we had any questions. There being none he thanked the Board for the opportunity for Gabridge and Company to serve as the Township's auditor. Supervisor Kieft thanked Joe for the presentation.

D. APPROVAL OF AGENDA - It was moved by Trustee Hernandez and second by Trustee Kemp to approve the agenda. **Motion Carried**

E. PUBLIC COMMENTS FOR ITEMS ON AGENDA ONLY – None

**Page 3. Muskegon Charter Township Regular Board Meeting Minutes
July 17, 2017**

NEW BUSINESS continued:

4 – Nays: Wood, Hughes, Ream, Kieft Absent: None **Motion Denied**

It was then moved by Trustee Ream and second by Trustee Kemp to approve the Administrative Secretary Classification for the Police Clerk and make the pay retroactive to April 1, 2017.

4 - Yeas: Ream, Oakes, Kemp, Hernandez

3 - Nays: Wood, Hughes, Kieft Absent: None **Motion Carried**

5. Consideration of Compensation Package for Building Official

It was moved by Treasurer Wood and second by Clerk Oakes to hire Steven Sheldon for the position of Township Building Official, approve the compensation package as presented with an effective date of September 1, 2017 and pay Steven to do commercial plan reviews (prior to September 1) at an hourly rate based on his salary.

7 – Yeas: Kemp, Hernandez, Hughes, Ream, Oakes, Wood, Kieft

0 – Nays Absent: None **Motion Carried**

Supervisor Kieft, welcomed Steven to the Township.

6. Consideration of Land Donation

It was moved by Treasurer Wood and second by Trustee Hernandez to accept the land donation as presented in the Board packet. Supervisor Kieft thanked the donors and Attorney Hughes for the work he has done to complete this donation.

7 – Yeas: Hernandez, Hughes, Ream, Oakes, Wood, Kemp, Kieft

0 – Nays Absent: None **Motion Carried**

7. Resolution No. 17-30 – Approving Deficit Elimination Plan

It was moved by Treasurer Wood and second by Trustee Kemp to adopt Resolution No. 17-30.

7 – Yeas: Hughes, Ream, Oakes, Wood, Kemp, Hernandez, Kieft

0 – Nays: Absent: None **Motion Carried**

8. Resolution No. 17-31 – Approval of Ballot Language

It was moved by Trustee Kemp and second by Trustee Hernandez to adopt Resolution No. 17-31. Trustee Ream stated he could not support this agenda item because the voters just said no in May and we don't need to go right back to them in November.

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

1– Nay: Ream Absent: None **Motion Carried**

**Page 4. Muskegon Charter Township Regular Board Meeting Minutes
July 17, 2017**

G. NEW BUSINESS continued:

9. Resolution No. 17-24 – Introduction of Ordinance No. 17-10 – Amend Chapter 54 of the Code of Ordinances – Sewer Service - Add Administrative Fee to the Delinquency Service Charge

It was moved by Treasurer Wood and second by Trustee Hughes to adopt Resolution No. 17-24, the introduction of Ordinance No. 17-10.

7 – Yeas: Ream, Oakes, Wood, Kemp, Hernandez, Hughes, Kieft

0 – Nays: Absent: None **Motion Carried**

10. Resolution No. 17-26 – Introduction of Ordinance No. 17-11 – Amend Chapter 38 of the Code of Ordinances - to Better Define Billing, Payment, Collection of Charges and Late Penalty for Solid Waste

It was moved by Trustee Hughes and second by Treasurer Wood to adopt Resolution No. 17-26, the introduction of Ordinance No. 17-11. Supervisor Kieft thanked Planning Zoning Development Director Werschem, for the work he did to complete this ordinance.

7 – Yeas: Wood, Kemp, Hernandez, Hughes, Ream, Oakes, Kieft

0 – Nays: Absent: None **Motion Carried**

11. Resolution No. 17-28 – Introduction of Ordinance No. 17-09 – Amend Chapter 58 of the Code of Ordinances to Regulate Expansion of Existing Storage Units in Neighborhood Commercial (C1) Zones

It was moved by Trustee Hughes and second by Clerk Oakes to adopt Resolution No. 17-28, the introduction of Ordinance No. 17-09.

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

1 - Nays: Wood Absent: None **Motion Carried**

I. PUBLIC COMMENTS:

1. Commissioner S. Hughes, 2425 Safari Lane – a) Noted that if anyone has received information regarding State Representative Terry Sabo running for the Senate in 2018, it is false and Rep. Sabo will be sending correspondence regarding this matter. b) RE: Senior Millage – a Director has been hired; if there are any questions, programs existing or new that we can help with supporting seniors, please contact the director. c) County Fair – July 24-28, 2017.

2. Jerry Gifford, 1852 S. Sheridan – Was present to inquire about the Township's Ordinance – in regards to the amount of acreage needed to keep livestock. Superior Kieft and Treasurer Wood gave brief comments about the ordinance and its history. Supervisor Kieft directed Jerry to contact Planning Zoning Development Director Werschem if there were additional questions.

**Page 5. Muskegon Charter Township Regular Board Meeting Minutes
July 17, 2017**

J. ANNOUNCEMENTS: 1. Supervisor Kieft- a) Report from the Recreational Steering Committee: Attorney Hughes has drafted Articles of Incorporation for a Recreational Authority. Supervisor Kieft will bring copies to the Township Board for review. b) Michigan Townships Association (MTA) meeting will be Monday July 31, 7 pm at Blue Lake Township.

K. ADJOURNMENT: It was moved by Treasurer Wood and second by Trustee Hernandez to adjourn the meeting at 8:03 pm. **Motion Carried**

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