

**Muskegon Charter Township (MCT)**  
**Special Board Meeting Minutes - 2018 Budget**  
**November 27, 2017**

The meeting was called to order at 5:08 pm by Supervisor Kieft.  
Present: Hughes, Ream, Oakes, Wood, Kemp, Hernandez, Kieft; Absent- None  
Also Present: Accounting Director Joslyn, Assessor Good, DPW Director Sanders, Fire Chief Glotzbach, Police Chief Wypa, and Rental Inspection Supervisor Fredericksen.

Supervisor Kieft turned the Special Budget meeting over to Treasurer Wood and Accounting Director Joslyn.

All Board members had received a copy of the Budget for review, Treasurer Wood began with page one, Township revenues. He directed us to the significant line items that had changed and gave a brief explanation of the changes. Treasurer Wood answered Board members questions. All Department request have been received and reviewed. Treasurer Wood began reviewing expenditures by departments. He noted that we are in contract negotiations with Police and DPW/Clerical, therefore no amount for their wages is included at this time. Supervisor Kieft gave each Department head the opportunity to have comments. Three adjustments to the Budget were discussed: 1) Clerk's Budget - Clerk Oakes stated that the only at will employee's salary that the Twp. has not reviewed is the Accounting Director's salary. In reviewing his added responsibilities, she requested an increase in his salary to that of the Assessor and Building Official. Treasurer Wood commented that Erik does a good job and we already pay him for IT. Supervisor Kieft stated that there is not much difference in a 2% raise and the Assessor's, Building Official salary and the Accounting Director is not a Department head. 2) Recreation Budget - Trustee Hughes stated that if we are going to invest \$8,000 to repair the ground master, and a new one costs \$22,000, we should invest in a new ground master. The general consensus was to make this change to the line item in the Recreation Budget. 3) Fire Department - Fire Chief Glotzbach mentioned that an additional cost of a piece of equipment may be added. He is currently working with the other Fire Departments as a possible shared purchase. Treasurer Wood reviewed the Transfer In/Out, Local street fund, Sanitation fund, Sewer fund and Public Safety fund. At this time we show a surplus of \$103,000. There being no further discussion, Supervisor Kieft thanked Treasurer Wood and Accounting Director Joslyn. He also thanked everyone in the room who helped get the Road Millage passed.

It was moved by Treasurer Wood and second by Trustee Hernandez to adjourn the meeting at 6:40 pm. **Motion Carried**

Reviewed by \_\_\_\_\_  
David A. Kieft Jr, Supervisor

Recorded by \_\_\_\_\_  
Ann D. Oakes, Clerk CMC, CMMC