

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

**Muskegon Charter Township (MCT)
Regular Board Meeting Minutes
December 4, 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 Clerk Oakes

Present: Ream, Oakes, Wood, Kemp, Hernandez, Kieft,
Excused Absent – Hughes

Also present: Staff – DPW Director Sanders, Police Chief Wypa, Fire Chief Glotzbach and 5 guests (Commissioner Susie Hughes).

Meeting was recorded and labeled the December 4, 2017 regular board meeting.

C. APPROVAL OF AGENDA - It was moved by Trustee Kemp and second by Trustee Hernandez to approve the agenda with the removal of agenda item 3 under New Business. **Motion Carried**

D. CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes – November 20, 2017
2. Approval of Special Board Meeting Minutes – November 27, 2017
3. Maintenance/Inspection & Planning/Zoning Committee Meeting Minutes – November 21, 2017
4. Fire Committee Meeting Minutes – November 20, 2017
5. Insurance Committee Meeting Minutes – November 27, 2017

It was moved by Treasurer Wood and second by Trustee Kemp to approve the consent agenda. **Motion Carried**

E. PUBLIC COMMENTS FOR ITEMS ON AGENDA ONLY None

F. UNFINISHED BUSINESS: None

G. NEW BUSINESS

1. Weekly Check Runs and Total of all Checks - \$ 184,971.91

It was moved by Clerk Oakes and second by Trustee Hernandez to approve payment of the weekly and semi-weekly bills of - \$ 184,971.91 from the appropriate accounts,

6 - Yeas: Ream, Oakes, Wood, Kemp, Hernandez, Kieft

0 – Nays

Absent: Hughes

Motion Carried

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G. NEW BUSINESS continued:

2. Approval to Hire Deputy Fire Chief

It was moved by Trustee Kemp and second by Supervisor Kieft to hire Thea Dornbush to the full time position of Deputy Fire Chief at the salary and vacation as presented in the Board packet, effective January 3, 2018; contingent upon passing the pre-employment physical. This is a recommendation from the Fire Committee.

6 - Yeas: Ream, Oakes, Wood, Kemp, Hernandez, Kieft

0 - Nays: Absent: Hughes **Motion Carried**

Deputy Chief Dornbush was welcomed to the Township.

~~3. Approval of Retainer for Architectural Prints~~

4. Approval to Remove and Replace Lower Level Main Entrance Door

It was moved by Treasurer Wood and second by Trustee Hernandez to contract with White Lake Glass Inc. to remove and replace the lower level entrance doors for a cost of \$4,750. This is a recommendation from the Inspection Committee.

6 - Yeas: Wood, Kemp, Hernandez, Ream, Oakes, Kieft

0 - Nays: Absent: Hughes **Motion Carried**

5. Approval to Paint Police Shower and Evidence Room Ceiling

It was moved by Trustee Kemp and second by Clerk Oakes to contract with Paul Potters Painting and Paper Hanging to seal and paint the shower and paint the evidence room ceiling in the Police Department for a cost of \$1,300, as presented in the Board packet. This is a recommendation from the Inspection Committee.

6 - Yeas: Kemp, Hernandez, Ream, Oakes, Wood, Kieft

0 - Nays: Absent: Hughes **Motion Carried**

6. Approval for Ordinance Codification and Zoning Reprint Services

It was moved by Clerk Oakes and second by Supervisor Kieft to use the services of Municode to codify the ordinances and do a zoning reprint for a total cost of \$3,005 as presented in the Board packet.

6 - Yeas: Hernandez, Ream, Oakes, Wood, Kemp, Kieft

0 - Nays: Absent: Hughes **Motion Carried**

7. Approval of 2018 Board Meetings Schedule

It was moved by Trustee Hernandez and second by Treasurer Wood to approve the 2018 Board meetings schedule as presented in the Board packet.

6 - Yeas: Ream, Oakes, Wood, Kemp, Hernandez, Kieft

0 - Nays: Absent: Hughes **Motion Carried**

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G. NEW BUSINESS continued:

8. Approval to Amend MERS DC Plan and Resolution No. 17- 46 to Adopt MERS 457 Plan

It was moved by Treasurer Wood and second by Trustee Hernandez to amend the MERS DC plan and adopt Resolution No. 17- 46 – MERS 457 plan.

6 - Yeas: Ream, Oakes, Wood, Kemp, Hernandez, Kieft

0 – Nays: Absent: Hughes **Motion Carried**

9. Approval to Extend Amortization for MERS DB Pension Plans

It was moved by Treasurer Wood and second by Trustee Hernandez to authorize a certified actuarial study for a cost of \$3,500 and move forward with the MERS DB Pension Plans maximum amortization extension granted by MERS and its actuaries.

6 - Yeas: Oakes, Wood, Kemp, Hernandez, Ream, Kieft

0 – Nays: Absent: Hughes **Motion Carried**

10. Resolution No. 17- 44 – Increase Sewer Rates & Charges

It was moved by Treasurer Wood and second by Supervisor Kieft to approve Resolution No. 17- 44, to increase the sewer rates and charges as presented in the Board packet.

6 - Yeas: Wood, Kemp, Hernandez, Ream, Oakes, Kieft

0 – Nays: Absent: Hughes **Motion Carried**

11. Resolution No. 17- 45 – Amend Fee Schedule

It was moved by Trustee Kemp and second by Trustee Hernandez to adopt Resolution No. 17- 45, to amend the fee schedule as presented in the Board packet.

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

0 – Nays: Absent: Hughes **Motion Carried**

12. Approval of Voluntary Vision Coverage Plan

It was moved by Trustee Hernandez and second by Treasurer Wood to approve the voluntary vision coverage plan.

6 - Yeas: Kemp, Hernandez, Ream, Oakes, Wood, Kieft

0 – Nays: Absent: Hughes **Motion Carried**

H. PUBLIC COMMENTS:

1. Marie Ryder, 1547 Carlton Street – She is very concerned about improvements to the dirt roads in the Township. She supported and strongly advocated to get the road millage passed. After reading the article in the newspaper, she was disappointed there was not anything mentioned regarding the improvements to the dirt roads. Is anything going to be done? Treasurer

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H. PUBLIC COMMENTS continued:

Wood stated that within the next three years there will be some improvements done. We have an upcoming meeting with the Director of the Road Commission to discuss plans to improve the dirt roads.

2. Commissioner Susie Hughes 2425 Safari Lane – a) She met with Director of the Road Commission, Ken Hulka. The cost of materials for the roads came in at a lower cost. The township should see these benefits. b) Breakfast with Supervisor Kieft and Commissioner Hughes tomorrow: Mr. B's, 8 am.

c) Meeting – Senior Millage Review of Grant Proposals, December 12th, 10 am – 12 pm at the City of Muskegon Fire Dept.; d) Water Policy Board meeting 10 am Wednesday Dec 6, at the County building; e) Brookhaven will be closing, patients are being relocated, a Job Fair is scheduled to help displaced staff find work; the Commissioners have requested that the building and the County Park behind Brookhaven are maintained.

3. Rosemary O'Rourke – 2866 Hall Road - She is concerned about when the Veteran's Memorial Park will be completed. She read a letter and submitted it to the Board. Supervisor Kieft assured her that it will be completed. She asked by Memorial Day. He said yes and I will give this letter to the Project Manager Trustee John Hughes. She also stated that she would like to do an Open house for Police Week and coordinate it with a Veteran's Ceremony.

4. Fire Chief Glotzbach – We are scheduled at the next Board meeting December 18th for the Fire fighter Promotion Badge Pinning Ceremony.

I. ANNOUNCEMENTS: None

J. ADJOURNMENT: It was moved by Trustee Hernandez and second by Trustee Kemp to adjourn the meeting at 7:40 pm. **Motion Carried**

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