

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

**Muskegon Charter Township (MCT)  
Regular Board Meeting Minutes  
December 18, 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:** Hughes, Ream, Oakes, Wood, Kemp, Hernandez, Kieft, Absent – None  
**Also present:** Staff – DPW Director Sanders, Police Chief Wypa, Fire Chief Glotzbach, Accounting Director Joslyn, Deputy Fire Chief Grabinski, several employees from the fire department and many guests (Commissioner Susie Hughes). The total present was 45.

Meeting was recorded and labeled the December 18, 2017 regular board meeting.

**C. PRESENTATION – FIRE FIGHTER BADGE PINNING CEREMONY**

Supervisor Kieft asked Chief Glotzbach to come forward to do the presentation. The following Paid on Call personnel, David Dennings, Jordan Grabinski, Ryan VanderWagen, Adrian DeWeerd and Nicholas Overmyer are being promoted from Recruit to Fire Fighter. Chief Glotzbach asked them to come forward. He gave brief remarks regarding the high standard training process. It takes commitment and dedication to complete this training to receive the fire fighter badge. He stated he is very proud of them. Chief Glotzbach gave them the Oath. Each Fire Fighter had chosen someone to pin their badge. After the pinning of the badges, the audience gave the fire fighters a standing ovation.

**D. APPROVAL OF AGENDA – December 18, 2017 – Regular Meeting**

It was moved by Treasurer Wood and second by Trustee Kemp to approve the agenda with the address correction. 2256 2260 to agenda item #7 under New Business. **Motion Carried**

**E. PUBLIC HEARING – 2018 Budget and Truth in Taxation Public Hearing**

It was moved by Trustee Hernandez and second by Treasurer Wood to open the public hearing. **Motion Carried** Supervisor Kieft asked if there were any comments or questions. There being none, it was moved by Trustee Hernandez and second by Clerk Oakes to close the public hearing. **Motion Carried**

**Page 2: Muskegon Charter Township Regular Board Minutes  
December 18, 2017**

**F. PUBLIC COMMENTS FOR ITEMS ON AGENDA ONLY**

1. Agenda Item #5: Valarie Morris stated she has a copy of and has read the Township Master Plan regarding mixed use. The definition in this document and what the Planning Commission stated is different. Based on this language, her property should meet the criteria to be rezoned from C-1 to R-1.
2. Agenda Item #7: Bryan Green was present to answer any questions. Treasurer Wood has a concern regarding a safety visibility issue as traffic is turning left onto Apple Ave. Bryan stated that the light pole is not a problem. He will take pictures and bring them back to the board tonight before they vote on this agenda item.

**G. CONSENT AGENDA:**

1. Approval of Regular Board Meeting Minutes – December 4, 2017
  2. Planning Commission Meeting Minutes – November 13, 2017
- It was moved by Trustee Hughes and second by Treasurer Wood to approve the consent agenda. Clerk Oakes stated that no effective date for the fee schedule was in the minutes. Treasurer Wood stated the effective date was the date it was approved, 12/4/17. **Motion Carried**

**H. UNFINISHED BUSINESS:** None

**I. NEW BUSINESS**

**1. Weekly Check Runs and Total of all Checks - \$ 150,640.88**

It was moved by Trustee Kemp and second by Trustee Hernandez to approve payment of the weekly and semi-weekly bills of - \$ 150,640.88 from the appropriate accounts,

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

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

**2. Approval of Housing Board of Appeals (Rental Program) Re-Appointments**

It was moved by Treasurer Wood and second by Trustee Hernandez to re-appoint Mark Nicolai, Sandra Frein, Rick Kinstiner, Keith Fluette and Mike Hornak to the Housing Board of Appeals (Rental Program) as recommended by Supervisor Kieft. **Motion Carried**

**3. Consideration of Transferring Ownership of a Portion of Abandoned Alley North South of 1635 E. Apple Avenue**

It was moved by Trustee Kemp and seconded by Treasurer Wood to approve the transfer of ownership as presented in the Board packet.

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

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

**Page 3: Muskegon Charter Township Regular Board Minutes  
December 18, 2017**

**I. NEW BUSINESS continued:**

**4. Resolution No. 17-42 – Introduction of Ordinance No. 17-17 – Correct Section 58-417(g) to Circuit Court rather than District Court**

It was moved by Clerk Oakes and second by Trustee Hughes to approve Resolution No. 17-42, the introduction of Ordinance No. 17-17.

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

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

**5. Resolution No. 17-54 – Introduction of Ordinance No. 17-18 – Rezone 1894 Whitehall Rd. from (C-1) Neighborhood Commercial to (R-1) Single Family Residential**

It was moved by Treasurer Wood and second by Trustee Kemp NOT to approve Resolution No. 17-54, the introduction of Ordinance No.17-18. This is a recommendation from the Planning Commission. The Board has received for review from the Planning Commission the Findings of Facts. The findings indicate that a zone change would be inconsistent with the goals, policies and future land use map for the Township.

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

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

**6. Resolution No. 17-55 – Introduction of Ordinance No. 17-14 – Amend Chapter 58-26 (a)(3) to Allow Larger Properties to Construct Larger Accessory Structures**

It was moved by Trustee Hughes and second by Trustee Kemp to approve Resolution No. 17-55, the introduction of Ordinance No. 17-14.

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

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

**7. Consideration of Special Use Permit –SU 17-02 ~~2256~~ 2260 Apple Ave. – Request from BJK LLC to operate a Marine and Off Road Vehicle Sales and Service Center**

It was moved by Trustee Hernandez and second by Trustee Kemp to approve Special Use permit SU-17-02 as requested in the Board packet. This is a recommendation from the Planning Commission.

5 - Yeas: Hernandez, Hughes, Ream, Oakes, Kemp

2 – Nays: Wood, Kieft            Absent: None            **Motion Carried**

Note: Bryan Green showed pictures to each Board member.

**8. Approval of Budget Amendments Year Ending December 31, 2017**

It was moved by Trustee Hughes and second by Clerk Oakes to approve the 2017 year end budget amendments as presented in the Board packet.

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

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

**Page 4: Muskegon Charter Township Regular Board Minutes  
December 18, 2017**

**I. NEW BUSINESS continued:**

**9. Resolution No. 17-47 – Allocation of Fund Balance Per GASB No. 54**

It was moved by Treasurer Wood and second by Trustee Kemp to approve Resolution No. 17-47. Allocation of Fund Balance per GASB No. 54.

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

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

**10. Resolution No. 17-48 – General Appropriations for 2018 Budget**

It was moved by Treasurer Wood and second by Trustee Hernandez to approve Resolution No. 17-48. General Appropriations for 2018 Budget. Supervisor Kieft thanked Treasurer Wood and Accountant Joslyn for their work on this budget.

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

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

**11. Resolution No. 17-49 – Supervisor Salary for 2018**

It was moved by Treasurer Wood and second by Trustee Hernandez to approve Resolution No. 17-49.

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

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

**12. Resolution No. 17-50 – Treasurer Salary for 2018**

It was moved by Trustee Kemp and second by Trustee Hernandez to approve Resolution No. 17-50.

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

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

**13. Resolution No. 17-51 – Clerk Salary for 2018**

It was moved by Trustee Hernandez and second by Trustee Kemp to approve Resolution No. 17-51.

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

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

**14. Resolution No. 17-52 – Trustee Salary for 2018**

It was moved by Treasurer Wood and second by Supervisor Kieft to approve Resolution No. 17-52.

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

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

**15. Approval of 2018 Salaries for Non-Union Employees**

It was moved by Clerk Oakes and second by Trustee Hernandez to approve salaries for non-union employees as listed in the Board packet. Clerk Oakes stated that she was concerned that the Board did not consider a change to the Accountant's salary but will not withhold her yes vote on the motion.

**Page 5: Muskegon Charter Township Regular Board Minutes  
December 4, 2017**

**I. NEW BUSINESS continued:**

7 - Yeas: Ream, Oakes, Wood, Kemp, Hernandez, Hughes, Kieft  
0 – Nays: Absent: None **Motion Carried**

**16. Resolution No. 17-53 – Designation of Depositories for 2018**

It was moved by Trustee Hughes and second by Trustee Kemp to approve Resolution No. 17-53, Designation of depositories as listed in the Board packet.

7 - Yeas: Oakes, Wood, Kemp, Hernandez, Hughes, Ream, Kieft  
0 – Nays: Absent: None **Motion Carried**

**17. Approval of Agreement to Authorize Extension of Compromise and Settlement Agreement with MCRC**

It was moved by Trustee Hernandez and second by Clerk Oakes to approve the agreement to authorize extension of Compromise and Settlement Agreement with Muskegon County Road Commission (MCRC) as presented in the Board packet. Supervisor Kieft thanked the DPW Committee for their work.

7 - Yeas: Wood, Kemp, Hernandez, Hughes, Ream, Oakes, Kieft  
0 – Nays: Absent: None **Motion Carried**

**18. Approval of Tentative Agreement with Police Officers Labor Council**

It was moved by Treasurer Wood and second by Supervisor Kieft to approve the tentative agreement with the Police Officers Labor Council. Supervisor Kieft and Treasurer Wood stated that negotiations went very good. We had a tentative agreement in less than 2 hours.

7 - Yeas: Kemp, Hernandez, Hughes, Ream, Oakes, Wood, Kieft  
0 – Nays: Absent: None **Motion Carried**

**H. PUBLIC COMMENTS:**

1. Commissioner Susie Hughes 2425 Safari Lane – Merry Christmas to all. It has been a pleasure working with the Township the last five years and I look forward to working together in the New Year.
2. Chief Glotzbach- The retirement celebration for Deputy Fire Chief Bob Grabinski will be Thursday January 11<sup>th</sup> 1:30 – 4:30 pm. at Fire station No. 1. A special ceremony will take place at 2:00 pm.

**I. ANNOUNCEMENTS:** None

**J. ADJOURNMENT:** It was moved by Trustee Ream and second by Trustee Hernandez to adjourn the meeting at 8:00 pm. **Motion Carried**

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