

Board Work Session at 6:30 pm, prior to the regular board meeting.

**Muskegon Charter Township (MCT)
Regular Board Meeting Minutes
December 17, 2018**

A. CALL TO ORDER: Supervisor Hernandez 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

Excused Absence: Grabinski

Also present: Staff - Fire Chief Glotzbach, Police Chief Wypa, DPW Director Sanders, Accountant/Deputy Treasurer Joslyn, Planning/Zoning/Economic Development (P/Z/ED) Administrator Werschem and 4 guests. (Commissioner S. Hughes)

Meeting was recorded and labeled the December 17, 2018 regular Board meeting.

C. APPROVAL OF AGENDA - December 17, 2018:

It was moved by Treasurer Wood and second by Trustee Hughes to approve the agenda as presented. **Motion Carried**

D. PUBLIC COMMENTS FOR ITEMS ON AGENDA ONLY: None

E. CONSENT AGENDA:

1. Approval of Regular Board Meeting Minutes - December 3, 2018
2. Approval of Special Budget Meeting Minutes - November 26, 2018
3. Police Department Monthly Report - November 2018

It was moved by Treasurer Wood and second by Trustee Kemp to approve the consent agenda with one correction to the Regular Board Meeting Minutes – H. New Business Item 7- Yes Votes: Ream. **Motion Carried**

F. UNFINISHED BUSINESS: None

**Page 2 of 4: Muskegon Charter Township Regular Board Meeting Minutes
December 17, 2018**

G. NEW BUSINESS:

1. Weekly Check Runs and Total of all Checks - \$ 196,651.36

It was moved by Trustee Hughes and second by Treasurer Wood to approve Payment of the weekly and semi-weekly bills of - \$ 196,651.36 from the appropriate accounts.

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

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

2. Approval to Purchase SAW Grant Computer Equipment

It was moved by Trustee Kemp and second by Trustee Hughes to approve the purchase of SAW Grant computer equipment for a total cost of \$49,435.06. Approximately 75% of the total cost is reimbursable to MCT through the SAW Grant.

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

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

3. Approval to Purchase New Police Vehicles

It was moved by Treasurer Wood and second by Supervisor Hernandez to purchase two new police vehicles for a total cost of \$62,900.16.

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

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

4. Resolution No. 18-38 – Designation of Depositories for 2019

It was moved by Clerk Oakes and second by Trustee Kemp to adopt Resolution No.18-38, Designation of Depositories for 2019, as presented in the Board packet.

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

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

5. Resolution No. 18-28 – Adoption of Ordinance No. 18-4, Add Section 58-344 Adding a Table of Minimum Standards for Parking Space Sizes and Parking Aisles

It was moved by Treasurer Wood and second by Trustee Kemp to adopt Resolution No. 18-28, the adoption of Ordinance No. 18-4.

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

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

**Page 3 of 4: Muskegon Charter Township Regular Board Meeting Minutes
December 17, 2018**

G. NEW BUSINESS continued:

6. Resolution No. 18-32 – Adoption of Ordinance No. 18-6 Add Article XI, Sections 30-275 through Section 30-288 to Chapter 30 to Establish and Regulate Truck Traffic Routes within Muskegon Charter Township

It was moved by Trustee Kemp and second by Supervisor Hernandez to adopt Resolution No. 18-32, the adoption of Ordinance No. 18-6.

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

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

7. Consideration of Special Use Permit – ALS Enterprises Scentlok Technologies 1731 Wierengo

It was moved by Trustee Kemp and second by Trustee Hughes to approve the Special Use Permit at 1731 Wierengo for ALS Enterprises Scentlok. The general standards of Section 58-57 of MCT Code of Ordinances were met. This is a recommendation from the Planning Commission.

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

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

8. Consideration of Special Use Permit – Dana Sahagun – 1457 Carlton

It was moved by Clerk Oakes and second by Treasurer Wood to approve the Special Use Permit at 1457 Carlton, Dana Sahagun, with the conditions as stated by the Planning Commission. The general standards of Section 58-57 of the MCT Code of Ordinances have been met. This is a recommendation from the Planning Commission.

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

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

9. Approval to Renew Twp. Insurances with Berends, Hendricks, Stuit (BHS)

It was moved by Treasurer Wood and second by Trustee Kemp to renew the Township insurances with BHS as presented in the Board packet.

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

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

10. Approval to Sign On-Line Training Contract

It was moved by Trustee Hughes and second by Trustee Kemp to authorize signing of the On-line training contract for the Fire Department as presented in the Board packet.

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

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

**Page 4 of 4: Muskegon Charter Township Regular Board Meeting Minutes
December 17, 2018**

G. NEW BUSINESS continued:

11. Approval to Purchase Copiers

It was moved by Treasurer Wood and second by Trustee Kemp to purchase three copiers from Office Machines, as presented in the Board packet.

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

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

12. Approval of 2018 Budget Amendments

It was moved by Clerk Oakes and second by Supervisor Hernandez to approve the 2018 Budget Amendments as presented.

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

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

13. Resolution No. 18-39 – Allocation of Fund Balance Per GASB No. 54

It was moved by Supervisor Hernandez and second by Treasurer Wood to adopt Resolution No. 18-39, the Allocation of Fund Balance Per GASB 54, as presented.

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

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

H. PUBLIC COMMENTS:

1. Commissioner S. Hughes, 2425 Safari Lane – a) Provided Supervisor Hernandez with a list of the Senior Navigator names, b) The County has accepted the lowest bid for animal shelter services from Pound Buddies. A three year contract between Pound Buddies and the County is being finalized.

I. ANNOUNCEMENTS: Merry Christmas to everyone.

J. ADJOURNMENT: It was moved by Trustee Ream and second by Treasurer Wood to adjourn the meeting at 7:41 pm. **Motion Carried**

Reviewed by _____ Recorded by: _____

Jennifer Hernandez, Supervisor

Ann D. Oakes, Clerk CMC, CMMC