

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

**Muskegon Charter Township (MCT)  
Regular Board Meeting Minutes  
October 7, 2019**

**A. CALL TO ORDER:** Supervisor Hodges 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, Theile, Kemp, Hodges

**Absent Excused:** Grabinski

**Also present:** Legal Counsel-Attorney E. McGahan, Staff – Police Chief Wypa, Sgt. Thielbar, Fire Chief Glotzbach, Assessor Good, DPW Director Sanders, Deputy Clerk Jones and 17 guests. (Commissioner Susie Hughes, Muskegon Area District Library Director, Kelly Richards)

Meeting was recorded and labeled the October 7, 2019 regular Board meeting.

**C. APPROVAL OF AGENDA, October 7, 2019:**

It was moved by Trustee Kemp 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 – September 16, 2019**
2. **Maintenance and Inspection Planning and Zoning Committee Minutes – September 17, 2019**
3. **Dept. of Public Works Committee Minutes – September 30, 2019**
4. **Police Department Monthly Report – August 2019**
5. **Fire Department Monthly Incident Report – January 1, 2019 – August 31, 2019**

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

**F. UNFINISHED BUSINESS:**

1. **Trustee Ream – Asked, what has been done regarding the property at 3016 MacArthur? Treasurer Theile stated the property did sell and it takes 6-8 weeks for new owner to get deed paperwork finalized. Supervisor Hodges added we continue to work with Township Attorney regarding this matter. At this time we are advised not to go on the property.**

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**G. NEW BUSINESS:**

**1. Weekly Check Runs and Total of all Checks - \$311,030.17**

It was moved by Trustee Hughes and second by Trustee Kemp to approve payment of the weekly and semi-weekly bills of, \$ 311,030.17 from the appropriate accounts.

6 - Yeas: Hughes, Ream, Oakes, Theile, Kemp, Hodges

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

**2. Consideration of Sale of Parcels 10-027-400-0038-00 and 10-027-400-0023-00**

It was moved by Clerk Oakes and second by Treasurer Theile to post the properties, request seal bids received until October 31, 2019, a minimum bid price of \$20,000, buyer must pay for lots to be combined and all cost to put in infrastructure.

2 - Yeas: Oakes, Theile

3 – Nays: Ream, Kemp, Hodges

1 - Abstain: Hughes                      Absent: Grabinski                      **Motion Denied**

It was moved by Trustee Kemp and second by Supervisor Hodges to sell the properties to John T. Hughes for a cost of \$20,000 and to pay for utilities and assessment cost as presented in the Board packet.

4 – Yeas: Theile, Kemp, Ream, Hodges

1 – Nay: Oakes

1 - Abstain: Hughes                      Absent: Grabinski                      **Motion Carried**

**3. Reappointment of Library Board member**

It was moved by Trustee Hughes and second by Clerk Oakes to reappoint Supervisor Hodges to the Muskegon Area District Library Board.

**Motion Carried**

**4. Approval of bid for Emergency Services to repair Water Tanker #261.**

It was moved by Trustee Kemp and second by Treasurer Theile to approve Emergency Services Inc. to repair Water Tanker #261 for a total cost of \$12, 280.

6 – Yeas: Oakes, Theile, Kemp, Hughes, Ream, Hodges

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

**5. Consideration of Letter of Intent for MADL**

It was moved by Trustee Hughes and second by Clerk Oakes to approve signing a Letter of intent to enter into an intergovernmental Agreement with Muskegon Area District Library as presented in the Board packet.

6 – Yeas: Theile, Kemp, Hughes, Ream, Oakes, Hodges

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

**G. NEW BUSINESS continued:**

**6. Consideration for New Yard Waste Site Gravel and Installation**

It was moved by Trustee Hughes and second by Trustee Ream to approve Jackson-Merkey Contractors Inc., to install a gravel road and turnaround area at the new yard waste site (99 Quarterline Rd) for a total cost of \$25,330. This is a DPW Committee recommendation.

6 – Yeas: Kemp, Hughes, Ream, Oakes, Theile, Hodges

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

**7. Consideration to Install Mission Systems into the Township’s lift stations**

It was moved by Clerk Oakes and second by Treasurer Theile to approve C-N-C Electronic to install the Mission System into all the Township’s lift stations for a total cost of \$33,900. This is a DPW Committee recommendation.

6 – Yeas: Hughes, Ream, Oakes, Theile, Kemp, Hodges

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

**8. Consideration to hire City of Muskegon assist in installation and removal of meters**

It was moved by Trustee Hughes and second by Treasurer Theile to hire the City of Muskegon’s Confined Space Crew and equipment to assist in removal and installation of meters as detailed in the Board packet. The cost not to exceed \$3,000. This is a DPW Committee recommendation and a SAW grant requirement. The cost is reimbursable under the SAW grant agreement.

6 – Yeas: Ream, Oakes, Theile, Kemp, Hughes, Hodges

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

**9. Approval to purchase 2 – 5 row 21 ft bleachers**

It was moved by Trustee Kemp and second by Trustee Hughes to purchase bleachers for Wesley Park as detailed in the Board packet for a total cost of \$10,801.66 and to amend the Budget accordingly. This is a DPW Committee recommendation.

6 – Yeas: Ream, Oakes, Theile, Kemp, Hughes, Hodges

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

**10. Consideration for Removal of Material at Temporary Yard Waste Site**

It was moved by Trustee Hughes and second by Treasurer Theile to approve Great Lakes Nursery Soil Inc. to remove the materials at the Temporary Yard

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**G. NEW BUSINESS continued:**

**10.** Waste site for a total cost of \$4,500. This is a DPW Committee recommendation.

6 – Yeas: Oakes, Theile, Kemp, Hughes, Ream, Hodges

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

**11. Consideration for Fencing to Enclose Yard Waste Site**

It was moved by Trustee Kemp and second by Clerk Oakes to approve Affordable Door & Gate Inc., to install the needed fencing at the new yard waste site for a cost of \$23,270 as detailed in Board packet. This is a DPW Committee recommendation.

6 – Yeas: Kemp, Hughes, Ream, Oakes, Theile, Hodges

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

**12. Resolution No. 19-32 Adoption of Ordinance 19-8 adding Article 11  
“Marihuana Zoning Ordinance” to Chapter 58 of the Code of Ordinances**

It was moved by Trustee Hughes and second by Trustee Kemp to adopt Resolution No. 19-32, the adoption of Ordinance No. 19- 8. Supervisor Hodges stated, in November 2018, 57% of the Township voted to legalize marijuana.

5 – Yeas: Hughes, Ream, Theile, Kemp, Hodges

1 – Nay: Oakes Absent: Grabinski **Motion Carried**

**13. Resolution No. 19-34 Adoption of Ordinance 19-7 adding Chapter 5  
“Marihuana Licensing Ordinance” to the Code of Ordinances**

It was moved by Trustee Kemp and second by Trustee Hughes to adopt Resolution No. 19-34, the adoption of Ordinance No. 19-7.

5 – Yeas: Ream, Theile, Kemp, Hughes, Hodges

1 – Nay: Oakes Absent: Grabinski **Motion Carried**

**14. Resolution No.19-36 Adoption of Ordinance 19-9 amending Section 58-  
257, Section 58-227 and Section 58-242 of the Muskegon Charter Township  
Zoning Ordinance**

It was moved by Trustee Kemp and second by Supervisor Hodges to adopt Resolution No. 19-36, the adoption of Ordinance No. 19-9.

5 – Yeas: Theile, Kemp, Hughes, Ream, Hodges

1 – Nay: Oakes Absent: Grabinski **Motion Carried**

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**G. NEW BUSINESS continued:**

**15. Resolution No. 19-39 to amend fee schedule with Section 58-471 to add application and renewal fee for Commercial Recreational and Medical Marihuana operations**

It was moved by Trustee Hughes and second by Clerk Oakes to amend the fee schedule as detailed in the Board packet.

6 – Yeas: Theile, Kemp, Hughes, Ream, Oakes, Hodges

0 – Nays:

Absent: Grabinski

**Motion Carried**

**H. PUBLIC COMMENTS:**

1. Commissioner Susie Hughes, 2425 Safari Lane – a) Health Dept. reported that Muskegon County has no cases of EEE mosquito infections. b) Senior Millage update given. c) Sheriff Dept. report given. Some. d) Commissioner Hughes thanked the Township Police Dept. for assisting in responding to other municipalities' police calls. e) Trustee Kemp asked for an update on her proposal to the Land Bank. Commissioner responded there is a committee of three members who are reviewing the blight ordinances for each municipality.

2. Tracey Powers – How will you be handling the processing of applications on Thursday October 17<sup>th</sup>? First come first serve and when can people line up? Supervisor Hodges responded, people may get in line now, we will take applications at the Township Hall Police Dept. entrance door at 8 am, first come first application to be reviewed. If application is found to be missing anything, that application will go to the end of the application list and we will continue to process applications in the order received.

3. Police Chief Wypa – Holton Road is completed; road work this Friday beginning about 6 am, Apple Ave to Shonat to Holmes. Commissioner Susie Hughes mentioned there is a problem with the streetlight on Laketon Ave. at the expressway. Chief Wypa stated he would look into this matter.

**I. ANNOUNCEMENTS:**

1. Supervisor Hodges – a) She continues to look into the painting of some streets in the Township.

2. Clerk Oakes – Interested in working the 2020 Census, August 2019 – August 2020. Pay \$14-\$16.50/hr., contact: [www.2020census.gov/jobs](http://www.2020census.gov/jobs)

**J. ADJOURNMENT:** It was moved by Clerk Oakes and second by Treasurer Theile to adjourn the meeting at 7:40 pm. **Motion Carried**

Reviewed by \_\_\_\_\_ Recorded by: \_\_\_\_\_  
Jennifer Hodges, Supervisor Ann D. Oakes, CMC, Clerk