

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

**Muskegon Charter Township (MCT)  
Regular Board Meeting Minutes  
December 16, 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, Grabinski, Hodges

**Absent:** None

**Also present:** Staff – Police Chief Thielbar, Fire Chief Glotzbach, DPW Director Sanders, Assessor Good, Deputy Clerk Jones and 9 guests.

Meeting was recorded and labeled the December 16, 2019 regular Board meeting.

**C. APPROVAL OF AGENDA:** December 16, 2019:

It was moved by Trustee Kemp and second by Trustee Grabinski to approve the agenda as presented. **Motion Carried**

**D. PUBLIC HEARING – S. DENSMORE PAVING SP-48**

Supervisor Hodges opened the Public hearing for any questions or comments regarding the paving of S. Densmore. She stated that no one can remove or add their names to the petition. This hearing is primarily to examine the special assessment roll created by the Supervisor and Assessor. The assessment roll gives each property owner the cost of their portion of the paving project. She asked are there any comments or questions regarding the project. Robin DeKorne 1364 S. Densmore – She was unable to make the meeting regarding the project, she did not receive the second mailing, what is the interest rate/number of years to pay and if she would not have agreed to the project due to the amount of her portion of the project. Supervisor Hodges stated the interest rate is still being decided and we have financed the last paving projects for 15 years. Clerk Oakes responded, we have followed all procedures for processing the request for this street paving. If you will provide me your contact information I will verify that we did mail you/the property owner all required information to the address on the current tax roll. There being no further questions or comments, Super Hodges closed the Public hearing.

**E. PUBLIC HAEARING; GLENRICK AVENUE PAVING SP-49**

Supervisor Hodges opened the Public hearing for the paving of Glenrick Avenue. The primary purpose is to examine the special assessment roll created by the Supervisor and Assessor. Remember this roll lets each property owner know

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**E. PUBLIC HEARING; GLENRICK AVENUE PAVING SP-49**

their portion of the cost of the project. Carol Wright 3074 Glenrick – Her concerns were, what the interest rate is, number of years financed and is this the final cost. Clerk Oakes responded that the Road Commission will give 25% off the total cost, and she will let you know how it is calculated. Treasurer Thiele stated we are calculating the interest rate and the last street paving's have been financed for 15 years. There being no further comments Supervisor Hodges closed the Public Hearing.

**F. PUBLIC COMMENTS FOR ITEMS ON AGENDA ONLY: None**

**G. CONSENT AGENDA:**

- 1. Approval of Regular Board Meeting Minutes – December 2, 2019 (pgs.1-5)**
- 2. Police Department Monthly Report - November 2019 (pg. 6)**
- 3. Fire Department Report January 2019 – November 2019 (pgs. 7-10)**

It was moved by Trustee Grabinski and second by Trustee Kemp to approve the consent agenda with 3 corrections to the regular Board minutes (add to Also present – Planning/Zoning Community Development Administrator Werschem and 28 guests, New Business #4 – Absent: Ream None). **Motion Carried**

**H. UNFINISHED BUSINESS: None**

**I. NEW BUSINESS:**

**1. Weekly Check Runs and Total of all Checks - \$178,588.67**

It was moved by Trustee Hughes and second by Trustee Grabinski to approve payment of the weekly and semi-weekly bills of, \$ 178,588.67 from the appropriate accounts.

7 - Yeas: Hughes, Ream, Oakes, Theile, Kemp, Grabinski, Hodges

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

**2. Approval of 2020 Board Meetings Schedule**

It was moved by Trustee Kemp and second by Treasurer Theile to approve the 2020 Township Board meetings schedule as presented. **Motion Carried**

**3. Consideration to waive penalty fees for 905 Jones St.**

It was moved by Trustee Kemp and second by Treasurer Theile to waive the penalty fees for 905 Jones St. as presented in the Board packet.

7 – Yeas: Ream, Oakes, Theile, Kemp, Grabinski, Hughes, Hodges

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

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**I. NEW BUSINESS continued:**

**4. Consideration to allow DPW Director to order plow for 2019 Chevy Silverado – from 2020 Budget**

It was moved by Trustee Grabinski and second by Trustee Hughes to approve DPW Director Sanders to order the new plow as presented in the Board packet. This is a budgeted item for 2020.

7 – Yeas: Oakes, Theile, Kemp, Grabinski, Hughes, Ream, Hodges  
0 – Nays: Absent: None **Motion Carried**

**5. Resolution No. 19-52 the Adoption of Ordinance No. 19-12 to amend Zoning Ordinance 58.102.**

It was moved by Trustee Kemp and second by Trustee Grabinski to adopt Resolution No. 19-52, the adoption of Ordinance No. 19-12. This request has been reviewed and approved by the Planning Commission and is recommended to the Township Board for approval. The Code of Ordinance, Section 58-57, General standards have been met.

7 – Yeas: Theile, Kemp, Grabinski, Hughes, Ream, Oakes, Hodges  
0 – Nays: Absent: None **Motion Carried**

**6. Resolution No. 19-63 MCRC permits for Misc. Operations on County Roads**

It was moved by Clerk Oakes and second by Trustee Hughes to adopt Resolution No. 19-63.

7 – Yeas: Kemp, Grabinski, Hughes, Ream, Oakes, Theile, Hodges  
0 – Nays: Absent: None **Motion Carried**

**7. Consideration to Accept/Reject Tax Foreclosed Properties**

It was moved by Trustee Hughes and second by Trustee Grabinski to reject/refuse the tax foreclosed properties presented in the Board packet.

7 – Yeas: Grabinski, Hughes, Ream, Theile, Kemp, Hodges  
0 – Nays: Absent: None **Motion Carried**

**8. Approval for Ordinance Codification and Zoning Reprinting Services**

It was moved by Trustee Hughes and second by Trustee Grabinski to codify ordinances at a cost not to exceed \$2,300.

7 – Yeas: Hughes, Ream, Oakes, Theile, Kemp, Grabinski, Hodges  
0 – Nays: Absent: None **Motion Carried**

**9. Approval to Hire Full Time Police Officer**

It was moved by Trustee Kemp and second by Treasurer Theile to hire Officer Chad Wilson to the position of full time Police Officer. This is a recommendation from the Interview Committee. Effective start date is January 12, 2020 at a

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**I. NEW BUSINESS continued:**

starting pay of \$27.49/ hour pending successfully completion of pre- employment evaluations.

7 – Yeas: Ream, Oakes, Theile, Kemp, Grabinski, Hughes, Hodges

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

**10. Approval to sell 1997 E-One Fire Truck**

It was moved by Trustee Grabinski and second by Trustee Kemp to sell the E-One fire truck to the Hart Area Fire Department, as is, for a total cost of \$10,000.

7 – Yeas: Oakes, Theile, Kemp, Grabinski, Hughes, Ream, Hodges

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

**11. Approval to Renew Township Insurances with Berends, Hendricks & Stuit (BHS)**

It was moved by Trustee Hughes and second by Trustee Grabinski to approve the cost of insurance renewals with BHS as presented in the Board packet.

7 – Yeas: Theile, Kemp, Grabinski, Hughes, Ream, Oakes, Hodges

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

**12. Resolution No. 19-56 Establish General Appropriations Act**

It was moved by Trustee Kemp and second by Trustee Grabinski to adopt Resolution No. 19-56.

7 – Yeas: Kemp, Grabinski, Hughes, Ream, Oakes, Theile, Hodges

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

**13. Resolution No. 19-57 Trustees Salary**

It was moved by Trustee Grabinski and second by Trustee Hughes to adopt Resolution No. 19-57 as presented.

5 – Yeas: Grabinski, Hughes, Oakes, Theile, Hodges

2 – Nays: Ream, Kemp Absent: None **Motion Carried**

**14. Resolution No. 19-58 Supervisors Salary**

It was moved by Trustee Kemp to set the Supervisor's base salary at \$70,527/yr.

No second, motion died. It was moved by Clerk Oakes to adopt Resolution No. 19-58 as presented and second by Trustee Hughes.

5 – Yeas: Hughes, Oakes, Theile, Grabinski, Hodges

2 – Nays: Ream, Kemp Absent: None **Motion Carried**

**15. Resolution No. 19-59 Clerks Salary**

It was moved by Trustee Kemp to set the Clerk's base salary at \$68,281/yr.

No second, motion died. It was moved by Trustee Grabinski to adopt  
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**I. NEW BUSINESS continued:**

Resolution No. 19-59 as presented and second by Trustee Hughes.

5 – Yeas: Grabinski, Hughes, Oakes, Theile, Hodges

2 – Nays: Ream, Kemp                      Absent: None                      **Motion Carried**

**16. Resolution No. 19-60 Treasurers Salary**

It was moved by Trustee Grabinski and second by Trustee Hughes to adopt  
Resolution No. 19-60 as presented.

5 – Yeas: Oakes, Theile, Grabinski, Hughes, Hodges

2 – Nays: Kemp, Ream                      Absent: None                      **Motion Carried**

**17. Salary Approval for Non- Union Employees**

It was moved by Clerk Oakes and second by Treasurer Theile to approve the Non-union  
Employees salary increases as presented.

7 – Yeas: Theile, Kemp, Grabinski, Hughes, Oakes, Hodges

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

**18. Approval of 2019 Budget Amendments**

It was moved by Treasurer Theile and second by Trustee Grabinski to approve 2019  
budget amendments as presented.

7 – Yeas: Kemp, Grabinski, Hughes, Ream, Oakes, Theile, Hodges

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

**19. Resolution No. 19-61 Allocation of Fund Balance Per GASB No. 54**

It was moved by Trustee Hughes and second by Treasurer Theile to adopt  
Resolution No. 19-61.

7 – Yeas: Grabinski, Hughes, Ream, Oakes, Theile, Kemp, Hodges

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

**20. Resolution No. 19-62 Designation of Depositories for 2020**

It was moved by Trustee Kemp and second by Trustee Grabinski to adopt  
Resolution No. 19-62.

7 – Yeas: Hughes, Ream, Oakes, Theile, Kemp, Grabinski, Hodges

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

**J. PUBLIC COMMENTS:** None

**K. ANNOUNCEMENTS:**

1. Supervisor Hodges – Township Hall will be closed December 24<sup>th</sup> and 25<sup>th</sup> and  
December 31<sup>st</sup> and January 1<sup>st</sup>.

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**K. ANNOUNCEMENTS continued:**

2. Clerk Oakes – Workers needed, 2020 Census, Pay \$14-\$16.50/hr., contact:  
[www.2020census.gov/jobs](http://www.2020census.gov/jobs)

**L. ADJOURNMENT:** It was moved by Trustee Kemp and second by Trustee Ream to adjourn the meeting at 7:32 pm. **Motion Carried**

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