

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

**Muskegon Charter Township (MCT)  
Regular Board Meeting Minutes  
June 19, 2023**

**A. CALL TO ORDER:** Supervisor Hodges called the meeting to order at 7:00 pm.

**B. PLEDGE OF ALLEGIANCE:** Led by Trustee Kemp

**Present:** Hughes, Ream, Westbrook, Theile, Kemp, Grabinski, Hodges

**Excused Absent:** None

**Also Present:** Fire Chief Glotzbach, DPW Director Smith, Planning/Zoning Administrator Werschem, Deputy Chief Dornbush, and 2 guest.

Meeting was recorded and labeled the June 19, 2023 regular Board meeting.

**C. APPROVAL OF AGENDA:** June 19, 2023

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

**D. PRESENTATION – AUDIT**

Eric Van Dop – CPA at Brickley DeLong Certified Public Accountants was here to present the audit for fiscal year ending December 2022. He started with the Independent Audit Report. In the second paragraph of this report it stated the financial statements present fairly, in all material respects, and that is their clean opinion. He mentioned page 56 of the report which was in regards to the General Fund. It is up \$715,000 from last year. He stated that our investment earnings are doing well. He spoke about how well our pension is. We have a total pension liability of 99.35% at the end of 2021 which is very good.

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

**F. CONSENT AGENDA**

**1. Regular Board Meeting Minutes – June 5, 2023**

**2. Parks and Recreation Committee Meeting Minutes March 23, 2023**

**3. Monthly Stat Report – Police Department – May 2023**

**4. Fire Monthly Report – Fire Department – May 2023**

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

**G. UNFINISHED BUSINESS:** None

## **H. NEW BUSINESS**

### **1. Weekly Check Runs and Total of all Checks \$149,707.03**

It was moved by Trustee Hughes and second by Trustee Grabinski to approve payment of weekly and bi-weekly bills of \$149,707.03 from the appropriate accounts.

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

0 – Nays:

Absent: None

**Motion Carried**

### **2. Resolution No. 23-22 Authorization for Changes to Consumers Energy Contract**

It was moved by Trustee Kemp and second by Trustee Grabinski to approve Resolution No. 23-22.

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

0 – Nays:

Absent: None

**Motion Carried**

### **3. Consideration of Contract with City of Whitehall**

It was moved by Trustee Grabinski and second by Clerk Westbrook to approve the contract with the City of Whitehall for Property Maintenance Code Enforcement services.

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

0 – Nays:

Absent: None

**Motion Carried**

### **4. Resolution No. 23-20 Board Meeting Time Change**

It was moved by Trustee Hughes and second by Trustee Grabinski to approve changing the start time of board meetings from 7:00pm to 6:00pm with the work session beginning as early as 5:00pm effective July 1, 2023 and to place this information on the doors of Township Hall, on our website and on our social media page.

6 – Yeas: Theile, Kemp, Grabinski, Hughes, Ream, Westbrook

1 – Nays: Hodges

Absent: None

**Motion Carried**

### **5. Consideration of Board Rules Update**

It was moved by Trustee Grabinski and second by Trustee Kemp to approve updating the board rules and to change 2.1 – Regular Schedule to state “If any regularly scheduled meeting falls on a township holiday, the meeting shall be held on the next secular day that is not a township holiday”.

Unanimous Voice Vote

**Motion Carried**

### **6. Consideration of EAP Policy Update**

It was moved by Clerk Westbrook and second by Trustee Grabinski to approve updating the EAP policy.

Unanimous Voice Vote

**Motion Carried**

**NEW BUSINESS: *continued***

**7. Consideration of EAP Service Contract**

It was moved by Trustee Grabinski and second by Treasurer Theile to approve entering into a contract with Pine Rest Christian Mental Health Services for \$1,700 per year. This includes 5 sessions per employee as needed and 4 hours of training courses for staff at our time and of our choosing.

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

0 – Nays:

Absent: None

**Motion Carried**

**8. Resolution No. 23-24 Introduction of Ordinance 23-07 Fireworks Amendment**

It was moved by Trustee Grabinski and second by Treasurer Theile to approve Resolution No. 23-24 and intro of Ordinance 23-07.

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

0 – Nays:

Absent: None

**Motion Carried**

**9. Resolution No. 23-23 Introduction of Ordinance 23-08 Zone Change C1 to GC**

It was moved by Treasurer Theile and second by Trustee Grabinski to approve Resolution No. 23-23 and intro of Ordinance 23-07.

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

0 – Nays:

Absent: None

**Motion Carried**

**I. PUBLIC COMMENT:** None

**J. ANNOUNCEMENTS**

Treasurer Theile stated there was 81 vendors and close to 1,200 shoppers that attended the Vendor and Craft Show held last Saturday at Softball World. Over all it went very well.

Trustee Ream commended Treasurer Theile for doing a great job with the Vendor and Craft Show.

Trustee Kemp stated that he attended the first Muskegon County Veteran's Advisory Committee meeting held at the Marquette campus. He stated that they have the six flags representing all branches and it's more pleasant at the new facility.

**J. ADJOURNMENT**

It was moved by Trustee Kemp and second by Trustee Grabinski to adjourn the meeting at 7:30pm.

Reviewed by:   
Jennifer Hodges, Supervisor

Recorded by: \_\_\_\_\_  
Carrie Westbrook, Clerk