

Board Work Session at 5:00 pm, prior to the regular Board meeting.

**Muskegon Charter Township (MCT)
Regular Board Meeting Minutes
March 18, 2024**

A. CALL TO ORDER: Supervisor Hodges called the meeting to order at 6:00 pm.

B. PLEDGE OF ALLEGIANCE: Led by Trustee Grabinski

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

Excused Absent: Kemp

Also Present: Police Chief Thielbar, Fire Chief Ambrose, Accounting Director Joslyn, DPW Director Smith, Fire Inspector Wydeck, County Commissioner Nash and 11 guests.

Meeting was recorded and labeled the March 18, 2024 regular Board meeting.

C. APPROVAL OF AGENDA: March 18, 2024

It was moved by Trustee Grabinski and second by Treasurer Theile to approve the agenda with adding #12 under New Business, consideration for hiring Jeremy Reister as Building Inspector.

Motion Carried

D. BADGE PINNING – Certified Fire Inspector Jack Wydeck

Fire Chief Ambrose stated that Fire Inspector Wydeck has successfully finished all his courses and is now certified as a Fire Inspector. Fire Inspector Wydeck's wife, Carie, pinned him.

E. BADGE PINNING – Paid on Call Firefighter Joel Friday

Fire Chief Ambrose stated the POC Firefighter Friday successfully finished all recruit requirements and is able to now work shifts. He was pinned by Recruit Firefighter Ian Noyes.

F. PUBLIC COMMENT FOR ITEMS ON AGENDA ONLY: None

G. CONSENT AGENDA

1. Regular Board Meeting Minutes – February 19, 2024

2. Police Department Monthly Stat Report – February 2024

It was moved by Trustee Grabinski and second by Treasurer Theile to approve the agenda as presented.

Motion Carried

H. UNFINISHED BUSINESS: None

I. NEW BUSINESS

1. Weekly Check Runs and Total of all Checks \$343,237.38

It was moved by Treasurer Theile and second by Trustee Hughes to approve payment of weekly and bi-weekly bills of \$343,237.38 from the appropriate accounts.

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

0 – Nays:

Absent: Kemp

Motion Carried

2. Approval of Sewer Agreement Payment

It was moved by Trustee Grabinski and second by Clerk Westbrook to approve the sewer agreement with Egelston Township and to pay the net amount of \$29,252.50 to Egelston.

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

0 – Nays:

Absent: Kemp

Motion Carried

3. Approval of Office Staff Apparel

It was moved by Trustee Grabinski and second by Clerk Westbrook to approve \$50.00 per clerical/office employee for purchasing Township apparel.

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

0 – Nays:

Absent: Kemp

Motion Carried

4. Approval of Updated Community Room Policy

It was moved by Trustee Hughes and second by Trustee Grabinski approve the updated community room policy with it becoming effective immediately.

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

0 – Nays:

Absent: Kemp

Motion Carried

5. Approval of RFP for Purchasing a Fire Engine

It was moved by Treasurer Theile and second by Trustee Grabinski to approve the RFP for a fire engine with the start date of March 19, 2024 to the end date of April 19, 2024 at 2:30pm.

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

0 – Nays:

Absent: Kemp

Motion Carried

6. Approval of Hiring Procedure and Job Descriptions for Fire Department

It was moved by Trustee Grabinski and second by Treasurer Theile to approve the hiring procedure and job descriptions for part-time/reserve firefighter as written with the wage set at \$19.19 per hour. This is a committee recommendation.

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

0 – Nays:

Absent: Kemp

Motion Carried

NEW BUSINESS: *continued*

7. Approval to Purchase 6 yd. Dumpsters for Sanitation

It was moved by Trustee Grabinski and second by Clerk Westbrook to approve the purchase of five 6 yd. dumpsters in the amount of \$9,750.00 from Fredrickson Supply. This is a committee recommendation.

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

0 – Nays: Absent: Kemp

Motion Carried

8. Approval of Request to Purchase Vactor Truck from City of Muskegon

It was moved by Treasurer Theile and second by Trustee Grabinski to approve the purchase of a 2011 Vactor truck from the City of Muskegon in the amount of \$107,500.00. This is a committee recommendation.

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

0 – Nays: Absent: Kemp

Motion Carried

9. Approval to Purchase John Deere Tractor for DPW

It was moved by Trustee Grabinski and second by Clerk Westbrook to approve the purchase of a John Deere 4066M tractor from Green Mark Equipment in the amount of \$34,737.90. This is a committee recommendation.

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

0 – Nays: Absent: Kemp

Motion Carried

10. Consideration of Engine 222 Repair Estimate

It was moved by Trustee Grabinski and second by Treasurer Theile to approve the repairs for Engine 222 from QuickServe in the amount not to exceed \$18,000.00.

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

0 – Nays: Absent: Kemp

Motion Carried

11. Approval of Change April Meeting Date from April 8th to April 1st

It was moved by Clerk Westbrook and second by Treasurer Theile to approve changing the board meeting from April 8th to April 1st.

Unanimous Voice Vote

Motion Carried

12. Consideration of Hiring Jeremy Reister for Building Inspector

It was moved by Trustee Grabinski and second by Clerk Westbrook to offer Jeremy Reister the position of Building Inspector at the starting wage of \$72,200.00 annually along with holidays same as Township staff, benefit package as all salaried employees, sick leave to be prorated, 2 personal days & birthday for 2024 and 3 personal days & birthday for 2025. Effective date set by the Supervisor.

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

0 – Nays: Absent: Kemp

Motion Carried

J. PUBLIC COMMENT

County Commissioner Nash gave an update about the airport. The Air Show is back and expected to be larger than before. They will be holding the county employee picnic there this year. At the next full county board meeting they will be discussing broadband and the housing study.

K. ANNOUNCEMENTS: None

L. ADJOURNMENT

It was moved by Trustee Grabinski and second by Treasurer Theile to adjourn the meeting at 6:35 pm.

Reviewed by: _____
Jennifer Hodges, Supervisor

Recorded by: _____
Carrie Westbrook, Clerk