

Board Work Session at 5:15 pm, prior to the regular Board meeting.

**Muskegon Charter Township (MCT)
Regular Board Meeting Minutes
November 4, 2024**

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

B. PLEDGE OF ALLEGIANCE: Led by Trustee Kemp

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

Excused Absent: Hughes

Also Present: Police Chief Thielbar, Fire Chief Ambrose, Building Inspector Reister, County Commissioner Nash and 6 guest.

Meeting was recorded and labeled the November 4, 2024 regular Board meeting.

C. APPROVAL OF AGENDA – November 4, 2024 – Regular Meeting

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

Motion Carried

D. PUBLIC COMMENT: None

E. CONSENT AGENDA

1. Regular Board Meeting Minutes – October 21, 2024

2. 3rd Quarter 2024 Cash & Investment Report

3. 3rd Quarter Revenue & Expenditure Report

4. Inspections Committee Minutes – October 23, 2024

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

Motion Carried

F. UNFINISHED BUSINESS: None

G. NEW BUSINESS

1. Weekly Check Runs and Total of all Checks \$895,211.99

It was moved by Trustee Kemp and second by Trustee Grabinski to approve payment of weekly and bi-weekly bills of \$895,211.99 from the appropriate accounts.

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

0 – Nays:

Absent: Hughes

Motion Carried

2. Consideration of Sanitation Rate Increase

It was moved by Trustee Grabinski and second by Treasurer Theile to approve the sanitation rate increase effective March 1, 2025 for April 2025 billing. The increase is \$55.00 per quarter for residential and a 10% increase for commercial accounts. Also, a \$10.00 missed pickup fee will be implemented. This is a DPW committee recommendation.

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

0 – Nays:

Absent: Hughes

Motion Carried

NEW BUSINESS: *continued*

3. Approval of Purchasing Additional Turnout Gear

It was moved by Treasurer Theile and second by Trustee Kemp to approve the purchase of 7 sets of turnout gear for \$22,050.00.

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

0 – Nays:

Absent: Hughes

Motion Carried

4. Consideration of Employment Agreement with Francis Attig

It was moved by Trustee Grabinski and second by Trustee Ream to table this agenda item until the next meeting to look over the Deputy Fire Chief job description.

3 – Yeas: Kemp, Grabinski, Ream

3 – Nays: Westbrook, Theile, Hodges

Absent: Hughes

Motion Failed

It was moved by Clerk Westbrook and second by Treasurer Theile to approve hiring Francis Attig with the proposed contract amending Section 2.2 to read “A recommended increase in compensation shall be equal to the same percentage increase as that the fire chief receives, effective at the first of the year.”

3 – Yeas: Westbrook, Theile, Hodges

3 – Nays: Grabinski, Ream, Kemp

Absent: Hughes

Motion Failed

It was moved by Clerk Westbrook and second by Treasurer Theile to approve hiring Francis Attig as an at will employee with the start date of December 2, 2024. His starting salary is \$69,500 with raises matching to the fire chief starting January 1, 2026, 40 hours of vacation time granted immediately for a prior scheduled vacation, then to accrue 120 hours of vacation annually to increase 1 week vacation each year until the maximum 5 weeks, and all the fringe benefits in the employee handbook, including MERS DC plan, life and disability insurance, optical, health and dental insurance options, holidays, personal days, bereavement and sick leave.

Trustee Grabinski made a motion for a friendly amendment to the motion to include time to look at the Deputy Fire Chief job description and training plan before hiring Francis Attig. Clerk Westbrook and Treasurer Theile stated they wanted to motion to stay as it was originally made.

4 – Yeas: Westbrook, Theile, Kemp, Hodges

2 – Nays: Ream, Grabinski

Absent: Hughes

Motion Carried

5. Consideration of Full Time Fire Department Clerical Position

It was moved by Trustee Grabinski and second by Clerk Westbrook to approve making the part-time clerical position into a full-time union position.

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

0 – Nays:

Absent: Hughes

Motion Carried

NEW BUSINESS: continued

6. Approval of Estimate for Engine 222 Repair

It was moved by Trustee Kemp and second by Treasurer Theile to approve up to \$8,000.00 for Allied Fire to repair Engine 222.

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

0 – Nays:

Absent: Hughes

Motion Carried

7. Approval of Changes to Fee Schedule

It was moved by Trustee Grabinski and second by Treasurer Theile to approve the changes on the fee schedule and adding \$200.00 for the temporary certificate of occupancy. The schedule will go in effective starting November 20th.

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

0 – Nays:

Absent: Hughes

Motion Carried

8. Approval to Add Special Assessments to Tax Roll

It was moved by Treasurer Theile and second by Trustee Grabinski to approve the special assessments to the tax roll.

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

0 – Nays:

Absent: Hughes

Motion Carried

H. PUBLIC COMMENT

Bryan Fethke – He thanked Trustee Ream for all his work he has done as a Trustee for Muskegon Township. He also thanked the fire department for getting up at 4:30 in the morning to escort Orchard View Marching Band to state finals in Detroit.

Commissioner Nash – He thanked Trustee Ream for his service to Muskegon Township. He reminded everyone to get out and vote tomorrow.

Bob Skeels – He stated that in the defense of Trustee Grabinski, there has always been a deputy chief in the fire department.

ANNOUNCEMENTS

Supervisor Hodges spoke on a few of the big events that were handled while Trustee Ream and Trustee Hughes were Trustees for Muskegon Township.

Treasurer Theile stated that there were around 175 trick or treaters at our event. She stated that the Tree Lighting ceremony will be on November 25th starting at 6:00pm with the tree lighting at 6:30pm.

J. ADJOURNMENT

It was moved by Trustee Grabinski and second by Clerk Westbrook to adjourn the meeting at 6:33 pm.

Reviewed by: _____
Jennifer Hodges, Supervisor

Recorded by: _____
Carrie Westbrook, Clerk