

**Muskegon Charter Township (MCT)  
Board Meeting Minutes  
June 16, 2025**

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

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

**Present:** Jurecki, Westbrook, Theile, Bowen, Browers, Hodges

**Excused Absent:** Grabinski

**Also Present:** Police Chief VanDommelen, Fire Chief Ambrose, Deputy Fire Chief Attig, Deputy Supervisor/Director of Code Enforcement Fredericksen, DPW Director Smith and 38 guests.

Meeting was recorded and labeled the June 16, 2025 regular Board meeting.

**C. APPROVAL OF AGENDA:** June 16, 2025

It was moved by Treasurer Theile and second by Trustee Bowen to approve the agenda as presented. **Motion Carried**

**D. PRESENTATIONS**

**1. Badge Pinning – Fire Department – Promotions**

Fire Chief Ambrose introduced Fire Officers Ryan VanderWagen and Matt Gabriel.

They are being pinned as Equipment Operator, a newly formed position in the FD.

Ryan VanderWagen was pinned by his daughter with his wife and sons were present.

Matt Gabriel was pinned by his wife Liz with his sons were present.

Fire Chief Ambrose introduced Fire Officers Chad Forward, Colin VanderWal, Aaron Westbrook and Elon Martin. They have been promoted to Lieutenant.

Chad Forward was pinned by his wife Becca and his son and daughter.

Colin VanderWal was pinned by his wife Heather and daughter Rowyn.

Aaron Westbrook was pinned by his wife Carrie and grandson Colton.

Elon Martin was pinned by his daughter Emma and his fiancé was present.

**2. Audit Report on Financial Statements Presentation**

Eric VanDop – CPA at Brinkley DeLong Certified Public Accountants were here to present the audit for fiscal year ending December 2024.

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

**F. CONSENT AGENDA**

**1. Regular Board Meeting Minutes – June 2, 2025**

**2. Police Department Stat Report – May 2025**

It was moved by Treasurer Theile and second by Trustee Jurecki 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 \$414,052.86**

It was moved by Treasurer Theile and second by Trustee Bowen to approve payment of weekly and bi-weekly bills of \$414,052.86 from the appropriate accounts.

6 – Yeas: Jurecki, Westbrook, Theile, Bowen, Browsers, Hodges

0 – Nays:

Absent: Grabinski

**Motion Carried**

**2. Consideration of Budget Amendment to Contractual Services – PD**

It was moved by Clerk Westbrook and second by Treasurer Theile to approve the budget amendment for contractual services for the PD for up to \$2,000. This was a police committee recommendation.

6 – Yeas: Westbrook, Theile, Bowen, Browsers, Jurecki, Hodges

0 – Nays:

Absent: Grabinski

**Motion Carried**

**3. Consideration of Contract Renewal – School Resource Officer Contracts – Reeths-Puffer & Orchard View Schools**

It was moved by Treasurer Theile and second by Trustee Bowen to approve contract renewals for SRO officers for Reeths-Puffer and Orchard View Schools.

6 – Yeas: Theile, Bowen, Browsers, Jurecki, Westbrook, Hodges

0 – Nays:

Absent: Grabinski

**Motion Carried**

**4. Consideration of Purchase of Backhoe for Sewer Department**

It was moved by Trustee Jurecki and second by Trustee Bowen to approve the purchase of a New Holland B75D backhoe from Burnips Equipment at a total cost of \$83,250.61.

6 – Yeas: Bowen, Browsers, Jurecki, Westbrook, Theile, Hodges

0 – Nays:

Absent: Grabinski

**Motion Carried**

**5. Approval of Commercial Sanitation on Apple Avenue**

It was moved by Treasurer Theile and second by Trustee Browsers to approval opening commercial sanitation down the Apple Ave corridor.

Unanimous Voice Vote

**Motion Carried**

**6. Approval of Addendum to BS&A Contract for Credit Card Processing**

It was moved by Trustee Jurecki and second by Trustee Bowen to approve the addendum to the BS&A contract for credit card processing.

6 – Yeas: Browsers, Jurecki, Westbrook, Theile, Bowen, Hodges

0 – Nays:

Absent: Grabinski

**Motion Carried**

**NEW BUSINESS: *continued***

**7. Approval of Revised Employee Handbook Policies (Vacation & Sick Leave)**

It was moved by Treasurer Theile and second by Trustee Bowen to approve the revised Employee Handbook policies for vacation time only and having legal counsel review the sick leave policy.

6 – Yeas: Jurecki, Westbrook, Theile, Bowen, Browers, Hodges

0 – Nays:

Absent: Grabinski

**Motion Carried**

**8. Approval of Resolution 25-15 Support for SRTS Grant Application for OV Schools**

It was moved by Treasurer Theile and second by Clerk Westbrook to approve Resolution No. 25-15.

6 – Yeas: Westbrook, Theile, Bowen, Browers, Jurecki, Hodges

0 – Nays:

Absent: Grabinski

**Motion Carried**

**MUSKEGON CHARTER TOWNSHIP**

**RESOLUTION 25-15**

**RESOLUTION OF SUPPORT FOR  
SAFE ROUTES TO SCHOOLS GRANT APPLICATION FOR ORCHARD VIEW  
SCHOOLS**

**WHEREAS**, Muskegon Charter Township and the Orchard View District wish to submit a grant application to the State of Michigan for Federal Safe Routes to Schools funding, and

**WHEREAS**, a portion of the requested project would construct sidewalks along county roads in the vicinity of Orchard View Schools Campus (High School, Middle School and Elementary School), and

**WHEREAS**, the grant program requires the Muskegon County Road Commission, as an eligible Act-51 agency, to serve as the grant recipient for infrastructure projects, and

**WHEREAS**, the Muskegon Charter Township Master Plan identifies goals and recommendations that support walkability, non-motorized transportation, and pedestrian safety – particularly in areas around schools and neighborhoods – and encourages coordinated investment to improve multimodal access, and

**WHEREAS**, the Charter Township of Muskegon is in favor of this application and supports the project as a valuable investment in student safety, neighborhood connectivity, and long-term community planning

**NOW, THEREFORE, BE IT RESOLVED**, that Paul Bouman, Muskegon County Road Commission Director of Engineering is authorized to request Safe Routes to Schools funding from the State of Michigan on behalf of Muskegon Charter Township, for the Orchard View Campus Area Pedestrian Improvements Project, and act as the Muskegon County Road Commission’s agent during project development and to sign a project agreement with the State of Michigan upon the receipt of a funding award, and

The forgoing resolution offered by Theile and seconded by Westbrook.

**NEW BUSINESS: *continued***

AYES: Westbrook, Theile, Bowen, Browsers, Jurecki, Hodges

NAYS: None

ABSENT: Grabinski

Resolution declared approved this 16<sup>th</sup> Day of June, 2025.

**9. Approval of Safe Routes to School Contract with Muskegon County Road Commission for OV Schools Grant Program**

It was moved by Treasurer Theile and second by Trustee Jurecki to approve the contract with MCRC for the Orchard View Schools grant program.

6 – Yeas: Theile, Bowen, Browsers, Jurecki, Westbrook, Hodges

0 – Nays:

Absent: Grabinski

**Motion Carried**

**10. Approval of Resolution 25-16 Support for SRTS Grant Application for RP Schools**

It was moved by Clerk Westbrook and second by Treasurer Theile to approve Resolution No. 25-16.

6 – Yeas: Bowen, Browsers, Jurecki, Westbrook, Theile, Hodges

0 – Nays:

Absent: Grabinski

**Motion Carried**

**MUSKEGON CHARTER TOWNSHIP**

**RESOLUTION 25-16**

**RESOLUTION OF SUPPORT FOR  
SAFE ROUTES TO SCHOOLS GRANT APPLICATION FOR REETHS-PUFFER  
SCHOOLS**

**WHEREAS**, Muskegon Charter Township and the Reeths-Puffer District wish to submit a grant application to the State of Michigan for Federal Safe Routes to Schools funding, and

**WHEREAS**, a portion of the requested project would construct sidewalks along county roads in the vicinity of Reeths-Puffer Schools Campus (High School, Intermediate School and Elementary School), and

**WHEREAS**, the grant program requires the Muskegon County Road Commission, as an eligible Act-51 agency, to serve as the grant recipient for infrastructure projects, and

**WHEREAS**, the Muskegon Charter Township Master Plan identifies goals and recommendations that support walkability, non-motorized transportation, and pedestrian safety – particularly in areas around schools and neighborhoods – and encourages coordinated investment to improve multimodal access, and

**WHEREAS**, the Charter Township of Muskegon is in favor of this application and supports the project as a valuable investment in student safety, neighborhood connectivity, and long-term community planning

**NEW BUSINESS: *continued***

**NOW, THEREFORE, BE IT RESOLVED**, that Paul Bouman, Muskegon County Road Commission Director of Engineering is authorized to request Safe Routes to Schools funding from the State of Michigan on behalf of Muskegon Charter Township, for the Reeths-Puffer Campus Area Pedestrian Improvements Project, and act as the Muskegon County Road Commission’s agent during project development and to sign a project agreement with the State of Michigan upon the receipt of a funding award, and

The forgoing resolution offered by Westbrook and seconded by Theile.

AYES: Bowen, Browsers, Jurecki, Westbrook, Theile, Hodges

NAYS: None

ABSENT: Grabinski

Resolution declared approved this 16<sup>th</sup> Day of June, 2025.

**11. Approval of Safe Routes to School Contract with Muskegon County Road Commission for RP Schools Grant Program**

It was moved by Trustee Jurecki and second by Treasurer Theile to approve the contract with MCRC for RP Schools grant program.

6 – Yeas: Browsers, Jurecki, Westbrook, Theile, Bowen, Hodges

0 – Nays:

Absent: Grabinski

**Motion Carried**

**I. PUBLIC COMMENT**

Police Chief VanDommelen spoke on the vacancies in the PD with the retirement of Chief Thielbar and the resignation of Officer Scott and how he plans on filling the open positions.

Fire Chief Ambrose spoke on the new badges for the EO’s and Lt’s that were pinned tonight and how it was done by Deputy Fire Chief Attig and that he is doing a phenomenal job as DC and he is very thankful for him.

**J. ANNOUNCEMENTS**

Trustee Bowen stated that she attended the Arts & Crafts show at Softball World and that it was a good time. She heard comments on how nice Softball World looks and they have good food there.

Treasurer Theile stated that the flyers are posted for the millage Q & A’s.

**K. ADJOURNMENT**

It was moved by Trustee Jurecki and second by Clerk Westbrook to adjourn the meeting at 6:45 pm.

Reviewed by: \_\_\_\_\_  
Jennifer Hodges, Supervisor

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