

**Muskegon Charter Township (MCT)
Board Meeting Minutes
August 18, 2025**

A. CALL TO ORDER: Clerk Westbrook called the meeting to order at 6:00 pm.
APPROVAL OF SUPERVISOR PRO-TEM: Moved by Clerk Westbrook and seconded by Treasurer Theile to appoint Trustee Grabinski as Supervisor Pro-Tem

B. PLEDGE OF ALLEGIANCE: Led by Trustee Browers
Present: Grabinski, Jurecki, Westbrook, Theile, Bowen, Browers
Excused Absent: Hodges
Also Present: Deputy Fire Chief Attig, Deputy Supervisor/Director of Code Enforcement Fredericksen, DPW Director Smith, Finance Director Joslyn, and 13 guests.
Meeting was recorded and labeled the August 18, 2025 regular Board meeting.

C. APPROVAL OF AGENDA: August 18, 2025
It was moved by Treasurer Theile and second by Trustee Bowen to approve the agenda as presented. **Motion Carried**

D. PUBLIC COMMENT: None

E. CONSENT AGENDA

- 1. Regular Board Meeting Minutes – August 4, 2025**
- 2. Parks & Recreation Meeting Minutes – May 29, 2025**
- 3. Police Department Monthly Stat Report – July 2025**
- 4. PD Staff Update: Safe Senior Task Force Detective**

It was moved by Treasurer Theile and seconded 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 \$465,130.91**

It was moved by Treasurer Theile and seconded by Trustee Bowen to approve payment of weekly and bi-weekly bills of \$465,130.91 from the appropriate accounts.

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

0 – Nays: Absent: Hodges **Motion Carried**

NEW BUSINESS: *continued*

2. Approval of Audit Proposal – Extension of Audit Services 2025-2027

It was moved by Treasurer Theile and seconded by Clerk Westbrook to approve the extension of audit services with Brickley Delong for 2025-2027.

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

0 – Nays:

Absent: Hodges

Motion Carried

3. Approval of Switch to Humana – 2026 Retiree Coverage

It was moved by Treasurer Theile and seconded by Trustee Grabinski to approve switching to Humana for the 2026 retiree coverage contingent on an agreement with Trinity Health to accept Humana.

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

0 – Nays:

Absent: Hodges

Motion Carried

4. Approval of Mid-Year Budget Amendments 2025

It was moved by Treasurer Theile and seconded by Trustee Grabinski to approve the mid-year budget amendments for 2025.

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

0 – Nays:

Absent: Hodges

Motion Carried

5. Approval of Change Orders for Town Hall Renovation

It was moved by Treasurer Theile and seconded by Trustee Grabinski to open up for discussion.

Unanimous Voice Vote

Motion Carried

It was moved by Treasurer Theile and seconded by Trustee Bowen to approve the change orders for the townhall renovations.

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

0 – Nays:

Absent: Hodges

Motion Carried

6. Consideration of Floor Replacement for Fire Department Station 1

It was moved by Treasurer Theile and seconded by Clerk Westbrook to approve Gordon Painting and Pressure Washing to replace the floor at fire station 1 with amending the budget. This is a fire committee recommendation.

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

0 – Nays:

Absent: Hodges

Motion Carried

7. Approval of Building Official Candidate Hire

It was moved by Treasurer Theile and seconded by Trustee Grabinski to open it up for discussion.

Unanimous Voice Vote

Motion Carried

NEW BUSINESS: *continued*:

It was moved by Treasurer Theile and seconded by Clerk Westbrook to approve hiring Todd Kempf as our building official starting at \$95,000.00 per year and with a start date of September 1, 2025.

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

0 – Nays:

Absent: Hodges

Motion Carried

8. Approval of Resolution No. 25-18 – Zoning Ordinance Resolution

It was moved by Clerk Westbrook and seconded by Trustee Jurecki to approve Resolution 25-18 and introduction of Ordinance 25-1.

MUSKEGON CHARTER TOWNSHIP

RESOLUTION NO. 25-18

ZONING ORDINANCE RESOLUTION

WHEREAS, the Muskegon Charter Township zoning maps show parcels #61-10-007-100-0016-00, #61-10-007-100-0025-00 and #61-10-007-100-0015-00, to be zoned C1, Neighborhood Commercial, and

WHEREAS, Muskegon Charter Township has received a zone change application to change the zoning from C1, Neighborhood Commercial, to R1, Single Family Residential, for parcels #61-10-007-100-0016-00, #61-10-007-100-0025-00 and #61-10-007-100-0015-00, and

WHEREAS, the proposed zone changes to R1, Single Family Residential, zoning at parcel #61-10-036-400-0017-00 is consistent with the current uses, and

WHEREAS, the Planning Commission held a public hearing on August 11, 2025 regarding R1, Single Family Residential zoning for parcels #61-10-007-100-0016-00, #61-10-007-100-0025-00 and #61-10-007-100-0015-00, and recommends approval,

NOW THEREFORE, BE IT RESOLVED THAT, the Muskegon Charter Township Board hereby approves introduction of Ordinance 25-1, an amendment to Zoning Ordinance 58.102.

The foregoing resolution offered by Westbrook

Second offered by Jurecki

Upon the roll call vote the following voted:

Ayes: Jurecki, Westbrook, Theile, Bowen, Browsers, Grabinski

Nays:

Absent: Hodges

NEW BUSINESS: *continued*

Carrie Westbrook
Muskegon Charter Township Clerk

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the Township Board of the Charter Township of Muskegon, County of Muskegon, Michigan, at a regular meeting held on August 18, 2025.

Carrie Westbrook
Muskegon Charter Township

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

0 – Nays:

Absent: Hodges

Motion Carried

9. Approval of Resolution No. 25-20 – IPMC 2024 Adoption

It was moved by Treasurer Theile and seconded by Trustee Grabinski to open up for discussion.

Unanimous Voice Vote

Motion Carried

It was moved by Trustee Grabinski and seconded by Trustee Jurecki to approve Resolution 25-20 and the adoption of Ordinance 24-06.

MUSKEGON CHARTER TOWNSHIP

RESOLUTION NO. 25-20

ADOPTION AMENDMENTS TO THE PROPERTY

MAINTENANCE CODE

WHEREAS, Muskegon Charter Township recognizes the need to maintain and enhance the quality, safety, and livability of its community through the adoption and enforcement of property maintenance standards; and

WHEREAS, the Township has determined that amendments to the Property Maintenance Code are necessary to address updated safety standards and regulations as outlined in the International Property Maintenance Code, 2024 Edition; and

NOW THEREFORE, BE IT RESOLVED THAT, the Muskegon Charter Township Board hereby approves the adoption of Ordinance 24-06, amending Chapter 6, Article XII, “Property Maintenance Code,” of the Muskegon Charter Township Code of Ordinances, adopting the International Property Maintenance Code, 2024 Edition, and associated amendments to the code for enforcement and compliance.

The foregoing resolution was offered by Board Member Grabinski

NEW BUSINESS: *continued*

Second offered by Board Member Jurecki

Upon the roll call vote, the following voted:

Ayes: Westbrook, Theile, Bowen, Browers, Grabinski, Jurecki

Nays:

Absent: Hodges

Carrie Westbrook
Muskegon Charter Township Clerk

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the Township Board of the Charter Township of Muskegon, County of Muskegon, Michigan, at a regular meeting held on November 18, 2024.

Carrie Westbrook
Muskegon Charter Township Clerk

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

0 – Nays:

Absent: Hodges

Motion Carried

10. Approval of Resolution No. 25-21 – Vacant Buildings Regulation

It was moved by Treasurer Theile and seconded by Trustee Grabinski to open up for discussion.

Unanimous Voice Vote

Motion Carried

It was moved by Treasurer Theile and seconded by Trustee Bowen to approve Resolution 25-21 and adoption of Ordinance 24-05 with verifying if the ordinance number would change.

MUSKEGON CHARTER TOWNSHIP

RESOLUTION NO. 25-21

**ADOPTION OF CHAPTER 6, ARTICLE XVI OF THE MUSKEGON CHARTER TOWNSHIP
CODE OF ORDINANCES**

WHEREAS, the Muskegon Charter Township has identified the need to address the issue of vacant buildings, which, if left unaddressed, may lead to blight, lower property values, undermine the quality of life, impact public health, and place undue demands on Township resources; and

WHEREAS, the Township recognizes that vacant buildings contribute to deteriorating neighborhood conditions and may attract criminal activities and other nuisances; and

NEW BUSINESS: *continued*

NOW THEREFORE, BE IT RESOLVED THAT, the Muskegon Charter Township Board hereby approves the adoption of Ordinance 24-05, amending Chapter 6, Article XVI, “Vacant Buildings,” of the Muskegon Charter Township Code of Ordinances to address vacant property registration, inspection, maintenance, and associated fees.

The foregoing resolution was offered by Board Member Theile

Second offered by Board Member Bowen

Upon the roll call vote, the following voted:

Ayes: Theile, Bowen, Browsers, Grabinski, Jurecki, Westbrook

Nays:

Absent: Hodges

Carrie Westbrook
Muskegon Charter Township Clerk

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the Township Board of the Charter Township of Muskegon, County of Muskegon, Michigan, at a regular meeting held on August 18, 2025.

Carrie Westbrook
Muskegon Charter Township Clerk

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

0 – Nays:

Absent: Hodges

Motion Carried

H. PUBLIC COMMENT

Deputy Supervisor Fredericksen stated the Police Chief VanDommelen apologized for not being at the meeting tonight but he is busy dealing with the bank robbery that happened earlier today.

I. ANNOUNCEMENTS

Treasurer Theile stated that the senior lunch and movie is on Friday. Lunch begins at 1:00pm and the movie starts at 2:00pm. She also stated that the next board meeting will be held on Tuesday, September 2nd due to Labor Day.

J. ADJOURNMENT

It was moved by Trustee Jurecki and second by Treasurer Theile to adjourn the meeting at 6:33 pm.

Reviewed by: _____
Jennifer Hodges, Supervisor

Recorded by: _____
Carrie Westbrook, Clerk