

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

**Muskegon Charter Township (MCT)
Regular Board Meeting Minutes
February 19, 2019**

A. CALL TO ORDER: Supervisor Hernandez called the meeting to order at 7:00 pm and led the pledge of allegiance.

B. INVOCATION: Given by Clerk Oakes

Present: Hughes, Ream, Oakes, Kemp, Grabinski, Hernandez

Absent Excused: Wood

Also present: Staff – Police Chief Wypa, Fire Chief Glotzbach, DPW Director Sanders, Accountant/Deputy Treasurer Joslyn, Assessor Good, Planning/Zoning/Community Development Administrator Werschem, Clerical Bunker, Barry, Dobben, Muskovin, Sluyter, Neidlinger, DPW Laubach and 8 guests.

Meeting was recorded and labeled the February 19, 2019 regular Board meeting.

C. APPROVAL OF AGENDA – February 22, 2019:

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

D. PUBLIC COMMENTS FOR ITEMS ON AGENDA ONLY:

Agenda item: G. New Business 2. Approval to Hire Full-time Clerical – Clerk's Office

1. Robyn McKenna, 3290 Silver Birch – Read a letter in support of hiring Andria Muskovin to the full time clerical position.
2. Brenda Neidlinger, 1321 W. McMillan – Read a letter in support of hiring Andria Muskovin to the full-time Clerical position.
3. Dorothy Melton, 535 E. River Road – Questioned the selection process of the candidates for the Clerical position. Supervisor Hernandez explained the process.

E. CONSENT AGENDA:

1. Approval of Regular Board Meeting Minutes – February 4, 2019
2. Building Department - Annual Report 2018

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

**Page 2 of 3: Muskegon Charter Township Regular Board Meeting Minutes
February 19, 2019**

F. UNFINISHED BUSINESS: Trustee Ream asked for an update on contract negotiations, Fire Union. Supervisor Hernandez stated, we are making progress.

G. NEW BUSINESS:

1. Weekly Check Runs and Total of all Checks - \$ 242,690.78

It was moved by Trustee Kemp and second by Trustee Grabinski to approve payment of the weekly and semi-weekly bills of - \$242,692.78 from the appropriate accounts.

6 - Yeas: Hughes, Ream, Oakes, Kemp, Grabinski, Hernandez

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

2. Approval to Hire Full-time Clerical – Clerk’s Office

It was moved by Clerk Oakes and no second was given to hire Darlene Jones to the full-time Clerical position. **Motion Died**

It was moved by Trustee Grabinski and second by Trustee Hughes to hire Andria Muskovin to the full-time Clerical position in the Clerk’s office. Trustee Grabinski stated that Andria has always been helpful when he came into the Township. Trustee Ream stated, he appreciated each applicant.

5 - Yeas: Ream, Kemp, Grabinski, Hughes, Hernandez

1 – Nay: Oakes Absent: Wood **Motion Carried**

3. Approval to Hire Full-time Police Officer

It was moved by Trustee Kemp and second by Trustee Ream to hire Officer Austin Buckingham to the full-time police officer position. Effective date, March 10, 2019. This is a Police Committee recommendation.

6 - Yeas: Oakes, Kemp, Grabinski, Hughes, Ream, Hernandez

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

4. Consideration of Special Use Permit – Angel Hernandez 1920 Barbara

It was moved by Clerk Oakes and second by Trustee Grabinski to approve the Special Use Permit as recommended by the Planning Commission in the Board packet. Section 58-57, General standards of the Muskegon Township Code of Ordinances, for making this determination have been met.

6 - Yeas: Kemp, Grabinski, Hughes, Ream, Oakes, Hernandez

0 – Nay: None Absent: Wood **Motion Carried**

5. Approval to Purchase New Pick-up Truck for DPW

It was moved by Trustee Grabinski and second by Supervisor Hernandez to purchase a new 2019 GM pick-up truck (silver) from Berger Chevrolet Inc. as

**Page 3 of 3: Muskegon Charter Township Regular Board Meeting Minutes
February 19, 2019**

5. Approval to Purchase New Pick-up Truck for DPW continued

detailed in the Board packet. Total cost, \$28,310. This item was in the 2019 DPW budget. This is a recommendation from the DPW Committee.

6 - Yeas: Kemp, Grabinski, Hughes, Ream, Oakes, Hernandez
0 – Nays: Absent: Wood **Motion Carried**

6. Amend Fund Balance Policy

It was moved by Trustee Kemp and second by Trustee Grabinski to amend the Fund balance policy. Note the only change is the minimum unassigned fund balance percentage to **17%** of General fund revenues.

6 - Yeas: Grabinski, Hughes, Ream, Oakes, Kemp, Hernandez
0 – Nays: Absent: Wood **Motion Carried**

H. PUBLIC COMMENTS: None

I. ANNOUNCEMENTS:

1. Trustee Ream thanked the Road Commission for patching the pot holes on Apple Ave.
2. Trustee Kemp will be absent for the March 4th Board meeting.
3. Supervisor Hernandez stated the MTA Annual Conference will be in Grand Rapids. Early bird registration is still available. Trustee Grabinski said he would like to attend. Supervisor Hernandez toured the Muskegon Community College new Health and Wellness Center with Governor Whitmer.

J. ADJOURNMENT: It was moved by Trustee Kemp and second by Trustee Ream to adjourn the meeting at 7:23 pm. **Motion Carried**

Reviewed by _____ Recorded by: _____
Jennifer Hernandez, Supervisor Ann D. Oakes, Clerk CMC, CMMC