

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

**Muskegon Charter Township (MCT)
Regular Board Meeting Minutes
July 1, 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, Theile, Kemp, Grabinski, Hernandez

Absent: None

Also present: Staff – Police Chief Wypa, Fire Chief Glotzbach, Accountant/Deputy Treasurer Joslyn and 7 guests.

(Commissioner Susie Hughes, Central Dispatch Director Shawn Grabinski)

Meeting was recorded and labeled the July 1, 2019 regular Board meeting.

C. APPROVAL OF AGENDA, July 1, 2019:

It was moved by Trustee Grabinski and second by Trustee Kemp to approve the agenda with addition of Appendix C to New Business agenda item No. 2.

Motion Carried

D. AUDIT PRESENTATION

Joe Verlin, CPA, CGFM and Principal in Auditing Services for Gabridge and Company presented the audit for fiscal year ending December 31, 2018. Each Board member received a hard copy of the audit. Mr. Verlin thanked the Board for the opportunity to be the Township's Auditors. We work very well with Erik. He was prepared and provided us with all the information requested to complete the audit. Accounting Director provided the "Management's Discussion and Analysis letter". The audit has been completed and "in our opinion financial statements present fairly in all material respects... in accordance with accounting principles generally accepted in the United States." An Unmodified Opinion. This is the highest opinion that can be received. Joe proceeded to discuss the audit, and the Board followed as he guided us through the audit. Joe discussed in detailed the following pages, 4, 7, 8, 19, 44, 52, 57 as he overviewed the Township's financials. He reminded the Board that auditing standards (GASB) have made changes in the way certain items are accounted for in the audit. We began implementing these changes a couple of years ago and have continued to comply with the standard. Trustee Ream asked for clarification on the Township being 72 percent funded for pensions. Joe stated, the Township has set aside

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D. AUDIT PRESENTATION continued:

an annual contribution as requested by MERS. As the Township continues to do this annually and assuming the current assumptions remain relatively the same, the Township will be fully funded in about twenty years. Joe asked if we had any more questions. There being none, Supervisor Hernandez thanked Joe for a very timely presentation. The Board thanked Joe for the presentation.

E. PUBLIC COMMENTS FOR ITEMS ON AGENDA ONLY: None

F. CONSENT AGENDA:

1. Approval of Regular Board Meeting Minutes – June 17, 2019
2. Maintenance, Inspections, Planning & Zoning Committee Minutes – June 18, 2019

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

G. UNFINISHED BUSINESS: None

H. NEW BUSINESS:

1. Weekly Check Runs and Total of all Checks - \$ 633,755.25

It was moved by Trustee Kemp and second by Treasurer Theile to approve payment of the weekly and semi-weekly bills of - \$ 633,755.25 from the appropriate accounts.

7 - Yeas: Hughes, Ream, Oakes, Theile, Kemp, Grabinski, Hernandez
0 – Nays: Absent: None **Motion Carried**

2. Resolution No. 19-26 Resolution to Adopt Amended Appendix B and C to the Uniform Water Rate Ordinance

It was moved by Supervisor Hernandez and second by Clerk Oakes to reluctantly adopt Resolution No. 19-26.

7 - Yeas: Ream, Oakes, Theile, Kemp, Grabinski, Hughes, Hernandez
0 – Nays: Absent: None **Motion Carried**

3. Approval of Local Road Project Contract - Sylvan Road

It was moved by Trustee Grabinski and second by Treasurer Theile to approve the contract with Muskegon County Road Commission, as presented in the Board packet, to pave Sylvan Avenue.

7 – Yeas: Oakes, Theile, Kemp, Grabinski, Hughes, Ream, Hernandez
0 – Nays: Absent: None **Motion Carried**

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H. NEW BUSINESS continued:

4. Consideration of Clean-up at 3016 MacArthur Rd

It was moved by Trustee Grabinski and second by Trustee Ream to postpone action on this agenda item to gather additional information.

7 - Yeas: Theile, Kemp, Grabinski, Hughes, Ream, Oakes, Hernandez
0 – Nays: Absent: None **Motion Carried**

5. Consideration of Employee Assistance Program

It was moved by Clerk Oakes and second by Treasurer Theile to contract with WorkLife Services to provide Muskegon Charter Township Employee Assistance Program as detailed in the Board Packet. This contract is for one year at a total cost of \$1,926.

5 - Yeas: Grabinski, Hughes, Oakes, Theile, Hernandez
2 – Nays: Kemp, Ream Absent: None **Motion Carried**

6. Consideration of window cleaning at Township Hall

It was moved by Trustee Grabinski and second by Trustee Hughes to have the windows cleaned at Township Hall, for a total cost of \$250, as detailed in the Board packet.

7 – Yeas: Grabinski, Hughes, Ream, Oakes, Theile, Kemp, Hernandez
0 – Nays: Absent: None **Motion Carried**

I. PUBLIC COMMENTS:

1. Joe Ream, 2375 Windy Ridge and Dave Hilton 156 N. Densmore – They are present to express their concern regarding the condition of the softball fields and some safety issues at Wesley Park. They would like to help with the upkeep of the fields and see some type of fencing in front of the dug outs. On behalf of Hits and Runs they donated a check for \$200 to help towards these concerns. Supervisor Hernandez will pass this information and their contact numbers to DPW Director Sanders and the DPW Committee.

2. Commissioner Susie Hughes, 2425 Safari Lane – a) Water Policy Board meeting is cancelled for July. b) The County purchased sand bags. If you are having a problem with flooding, contact, Rob Warner, if you need sand bags. c) Land Bank Sale -The County sold the eight vacant lots on Willowstone.

J. ANNOUNCEMENTS: None

K. ADJOURNMENT: It was moved by Trustee Kemp and second by Trustee Grabinski to adjourn the meeting at 7:48 pm. **Motion Carried**

Reviewed by _____ Recorded by: _____
Lindsay R. Theile, Treasurer Ann D. Oakes, Clerk CMC

