

Board Work Session at 6:00 pm, prior to the regular board meeting.  
NOTE: No one can use the Chat feature during the Work Session or the Board Meeting; it is a violation of the Open Meetings Act.

**Muskegon Charter Township (MCT)  
Regular Board Meeting Minutes  
April 6, 2020**

**Due to the COVID-19 pandemic the April 6, 2020 regular board meeting for Muskegon Charter Township will be conducted remotely as allowed under Executive Order 2020-15.**

**The meeting can be accessed via WEBEX**

**Meeting number (access code): 620 567 344**

**Meeting password: township**

**To call in for this meeting dial**

**1-408-418-9388 and enter meeting number 620 567 344**

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

**B. INVOCATION:** Given by Clerk Oakes

**C. ATTENDANCE: Roll Call** - Hughes, Ream, Oakes, Theile, Kemp, Grabinski, Hodges

**Absent:** None

**Also present:** Staff – Police Chief Thielbar, DPW Director Sanders, Fire Chief Glotzbach, Building Official Sheldon, Deputy Clerk Jones, Accounting Director/Deputy Treasurer Joslyn and 5 guests. (Commissioner Susie Hughes)

Meeting was recorded and labeled the April 6, 2020 regular Board meeting.

**D. APPROVAL OF AGENDA:** April 6, 2020

It was moved by Trustee Grabinski and second by Treasurer Theile to approve the agenda with the removal of agenda item, G. New Business #3. **Motion Carried**

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

**F. CONSENT AGENDA:**

1. Regular Board Meeting Minutes – March 16, 2020
2. Emergency Board Meeting Minutes – March 20, 2020
3. Police Department Monthly Report – March 2020
4. Evidence Statistics – January – March 2020

It was moved by Trustee Kemp and second by Trustee Grabinski to approve the consent agenda. Trustee Grabinski thanked Chief Thielbar for the Evidence Statistics report. He agreed with Supervisor Hodges that it was very interesting. **Motion Carried**

**G. UNFINISHED BUSINESS:** None

**Page 2 of 3: Muskegon Charter Township Regular Board Meeting Minutes  
April 6, 2020**

**H. NEW BUSINESS:**

**1. Weekly Check Runs and Total of all Checks - \$ 480,110.27**

It was moved by Trustee Hughes and second by Treasurer Theile to approve payment of the weekly and semi-weekly bills of, \$ 480,110.27 from the appropriate accounts.

7 - Yeas: Hughes, Ream, Oakes, Theile, Kemp, Grabinski, Hodges

0 – Nays:                      Absent: None                      **Motion Carried**

**2. Consideration to Appoint Sara Hancock to Muskegon Charter Township Parks and Recreation Committee**

It was moved by Trustee Grabinski and second by Trustee Hughes to appoint Sara Hancock to the MCT Parks and Recreation Committee, term expiring 12/31/20.

7 – Yeas: Ream, Oakes, Theile, Kemp, Grabinski, Hughes, Hodges

0 – Nays                      Absent: None                      **Motion Carried**

~~**3. Consideration to Start Seasonal Worker Early for DPW**~~

**4. MCRC 2020 Local Road Brine**

It was moved by Trustee Kemp and second by Trustee Hughes to approve participation in the Muskegon County Road Commission's 2020 Road Brining Program, at a cost not to exceed \$9,000, as detailed in the Board packet.

7 - Yeas: Oakes, Theile, Kemp, Grabinski, Hughes, Ream, Hodges

0 – Nays:                      Absent: None                      **Motion Carried**

**5. Consideration to Promote Recruits to Fire Fighters/Pay Increase Secretary Fire Department**

It was moved by Trustee Grabinski and second by Treasurer Theile to promote Craig McFarland to Fire Fighter at a pay rate of \$16.40/hour, effective March 22, 2020; promote Joshua Parmer to Fire Fighter, at a pay rate of \$16.40/hour, effective April 19, 2020 and increase Noreen Whiteman hourly pay rate 3% effective the first full pay period in January 2020, as detailed in the revised Memo from Fire Chief Glotzbach dated April 6, 2020 to the Township Board.

7 – Yeas: Theile, Kemp, Grabinski, Hughes, Ream, Oakes, Hodges

0 – Nays:                      Absent: None                      **Motion Carried**

**6. Consideration to Purchase New Handguns – Police Department**

It was moved by Trustee Grabinski and second by Clerk Oakes to purchase new handguns, holsters and accessories for the Police officers, total cost of \$10,605.42. Repayment of gun and holster by pay roll deduction at \$20 per pay period by each Police officer until paid in full. Details included in the Board packet.

7 – Yeas: Kemp, Grabinski, Hughes, Ream, Oakes, Theile, Hodges

0 - Nays                      Absent: None                      **Motion Carried**

**Page 3 of 3: Muskegon Charter Township Regular Board Meeting Minutes  
April 6, 2020**

**H. NEW BUSINESS continued:**

**7. Consideration to Contract for Security Window – Police Department**

It was moved by Clerk Oakes and second by Trustee Kemp to contract with DL Morse to install a security window in the Police Department as detailed in the Board packet as soon as possible, for a total cost of \$3,200. This is an Inspection Committee recommendation. This will begin to fulfill some of the recommendations from the FBI Audit for the Police Department.

7 – Yeas: Grabinski, Hughes, Ream, Oakes, Theile, Kemp, Hodges

0 – Nays:

Absent: None

**Motion Carried**

**I. PUBLIC COMMENTS:**

1. David Jacobs, 2785 Cline - Stated, he wanted to test the process to be sure that he could access the meeting in preparation for the Planning Commission meeting on April 13<sup>th</sup> and the Twp. Board meeting on April 20<sup>th</sup>.

2. Commissioner Susie Hughes, 2425 Safari Lane - a) The countywide recycling day scheduled for April 25<sup>th</sup> has been postponed. b) The Memorial Day Parade is cancelled. c) Child placements – We must remove 10-16 children from their home per day in Muskegon County; they are being placed in foster care, temporary and permanent homes. d) The Township Parks look great. Commissioner Hughes has noticed several people utilizing the parks and practicing social distance. e) If you are running for a Township position pick up and return your paperwork to Clerk Oakes office; if running for a County position pick up and return your paperwork to County Clerk Waters office. Clerk Oakes will email the filing deadline date.

3. Kip Smith – a) He thanked the Police Department for the quick recovery of his stolen credit card. b) He is the contact person for Motorcycle safety. He has yard signs available. ([communityguy@gmail.com](mailto:communityguy@gmail.com)) d) Commended the DPW for the very efficient process at the yard waste site.

**J. ANNOUNCEMENTS:**

1. Supervisor Hodges – a) Thanked all Department heads and staff for the great job each one of you are doing at this time.

2. Trustee Grabinski – Regarding remote meetings: If you mute yourself when you are not speaking this will remove the background noise.

3. Trustee Kemp – Wanted to share some good news, the weather is 80 degrees and the scenery is beautiful here.

4. Clerk Oakes – Workers needed, 2020 Census, Pay \$14-\$16.50/hr., contact: [www.2020census.gov/jobs](http://www.2020census.gov/jobs)

**K. ADJOURNMENT:** It was moved by Trustee Kemp and second by Trustee Grabinski to adjourn the meeting at 7:26 pm. **Motion Carried**

Reviewed by \_\_\_\_\_ Recorded by: \_\_\_\_\_  
Jennifer Hodges, Supervisor Ann D. Oakes, CMC, Clerk