

Board Work Session at 6:00 pm, prior to the regular board meeting.

**Muskegon Charter Township (MCT)
Regular Board Meeting Minutes
June 4, 2018**

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, Wood, Kemp, Grabinski, Hernandez

Absent: None

Also present: Staff – DPW Director Sanders, Assessor Good, Fire Chief Glotzbach and 12 guests. (Commissioner S. Hughes)

Meeting was recorded and labeled the June 4, 2018 regular Board meeting.

C. APPROVAL OF AGENDA – June 4, 2018 – Regular Meeting

It was moved by Trustee Kemp and second by Treasurer Wood to approve the agenda with the addition of the DPW minutes – May 22, 2018 to the consent agenda. **Motion Carried**

D. PUBLIC HEARING – LENORE AVENUE PAVING PROJECT SP-45

Supervisor Hernandez asked for a motion to open the public hearing regarding the Lenore Avenue paving project. It was moved by Treasurer Wood and second by Trustee Kemp to open the public hearing. **Motion Carried**

Supervisor Hernandez stated, if the Township Board decides to move forward with this project, at an estimated cost of \$113,640, we will create a special assessment district and a special assessment roll. Supervisor Hernandez stated, Clerk Oakes has a few words to share. Clerk Oakes stated, we have laws and statutes we must follow in regards to all avenue/street paving. I have brought to this meeting documents that verify we have met these requirements in the paving process of Lenore Avenue. The following documents are available for anyone to review: the signed petitions from property owners on Lenore Avenue, circulators notarized document that he circulated the petitions, the Assessors calculations that the signatures of 70.81% of the total front footage of the proposed assessment district was obtained, affidavits of publication notices and a copy of the letter sent (by US first class mail) to each parcel owner. Supervisor Hernandez asked if anyone would like to speak to the Lenore Ave paving, please stand and state your name and address for the record. Wes Heikkila 1353 Lenore Avenue – When will we know how much each of us will pay? Treasurer Wood stated, if the Board votes to move forward, we will create a special

**Page 2: Muskegon Charter Township Regular Board Minutes
June 4, 2018**

D. PUBLIC HEARING – LENORE AVENUE PAVING PROJECT SP-45 cont.

assessment roll that has this information. It will be available in the Clerk's office for review. Can the Road Commission assist the residents in paying for this project? Scott Hardenburgh 3067 Lenore - was concerned about how much of his yard will be taken up if Lenore is paved? How is the project constructed? Supervisor Hernandez stated that these are questions for the Road Commission. Clerk Oakes added that someone from the Road Commission will be present at one of the meetings. Wes stated, we recently passed a road millage, can the Township help with the cost of the paving? Treasurer Wood stated, special assessments for street paving, property owners pay based on the amount of front footage they own. The Township will finance the cost for the property owners and allow them 15 years to pay their assessment. When is the deadline that a property owner can remove their signature from this petition? Treasurer Wood and Clerk Oakes thought, the end of the next public hearing. Clerk Oakes will confirm this and contact Wes. Wes thanked the Board for answering their questions. There being no further questions, Supervisor Hernandez asked for a motion to close the public hearing. It was moved by Trustee Kemp and second by Trustee Grabinski to close the public hearing. **Motion Carried**

E. PUBLIC HEARING – MILDRED STREET PAVING PROJECT SP-46

Supervisor Hernandez asked for a motion to open the public hearing regarding the Mildred Street paving project. It was moved by Treasurer Wood and second by Trustee Kemp to open the public hearing. **Motion Carried**

Supervisor Hernandez stated, if the Township Board decides to move forward with this project, at an estimated cost of \$90,159, we will create a special assessment district and a special assessment roll. Supervisor Hernandez stated, Clerk Oakes has a few words to share. Clerk Oakes stated, we have laws and statutes we must follow in regards to all avenue/street paving. I have brought to this meeting documents to verify we have met these requirements in the paving process of Mildred Street. The following documents are available for anyone to review: the signed petitions from property owners on Mildred Street, circulators notarized document that he circulated the petitions, the Assessors calculations that signatures of 63.69% of the total front footage of the proposed assessment district was obtained, affidavits of publication notices and a copy of the letter sent (by US first class mail) to each parcel owner. Supervisor Hernandez asked if anyone would like to speak to the Mildred Street paving project, please stand and state your name and address for the record. Herman Ellis, Chicago, IL – was wondering why the street needs to be paved. He felt it should remain as is. Not many cars even travel this street. Clerk Oakes stated Mr. Williams (not present because he fell and broke his arm today) circulated the petitions for the street paving, built a new home on the corner of Mildred and Vernon. He was concerned that regardless of what was done, after it rains, there is a huge puddle of water at this corner. Not only at Vernon and Mildred but also at the corner of

**Page 3: Muskegon Charter Township Regular Board Minutes
June 4, 2018**

E. PUBLIC HEARING – MILDRED STREET PAVING PROJECT SP-46 cont.

Cora and Mildred. Therefore he and others felt a need for the street to be paved. Rhonda Ellis, Chicago IL. - wanted to know how much it would cost Mr. Ellis? Treasurer Wood stated, if the Board votes to move forward with this project, we will create a special assessment roll. It will show the amount due per parcel. This document will be available for review in the Clerk's office. The Township will get the project financed. The property owner has 15 years to pay their portion. It will go on the taxes beginning this fall. A property owner can pay off their portion at any time. Rhonda was also concerned about the petitions and requested to review them. Clerk Oakes stated after the meeting she will take the time for them to review the documents. There being no more questions, Supervisor Hernandez asked for a motion to close the public hearing. It was moved by Trustee Hughes and second by Treasurer Wood to close the public hearing.

F. PUBLIC COMMENTS FOR ITEMS ON AGENDA ONLY: None

G. CONSENT AGENDA

- 1, Approval of Regular Board Meeting Minutes – May 21, 2018
2. Fire Committee Meeting Minutes - May 21, 2018
3. DPW Committee Meeting Minutes – May 22, 2018

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

H. UNFINISHED BUSINESS – Trustee Ream asked where are we at with the Veterans Memorial. Trustee Hughes stated, he is in the process of getting quotes for the various parts of the project. Supervisor Hernandez stated, she and Trustee Hughes are working together. She talked with some office staff who worked on the project. She is scheduled to meet, this Thursday with Rosemary O'Rourke to discuss the project.

I. NEW BUSINESS

1. Weekly Check Runs and Total of all Checks - \$657,952.40

It was moved by Treasurer Wood and second by Trustee Grabinski to approve payment of the weekly and semi-weekly bills of - \$ 657,952.40 from the appropriate accounts.

7 - Yeas: Hughes, Ream, Oakes, Wood, Kemp, Grabinski, Hernandez

0 – Nays

Absent: None

Motion Carried

**Page 4: Muskegon Charter Township Regular Board Minutes
June 4, 2018**

I. NEW BUSINESS continued

2. Resolution No. 18-06 – Lenore Avenue Paving No. SP-45

It was moved by Clerk Oakes and second by Treasurer Wood to adopt Resolution No. 18-06. This resolution will create the special assessment district, (Lenore Avenue Paving No. SP-45) and direct the Supervisor and Assessor to create the special assessment roll.

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

3. Resolution No. 18-07 – Mildred Street Paving No. SP-46

It was moved by Trustee Grabinski and second by Trustee Kemp to adopt Resolution No. 18-07. This resolution will create the special assessment district (Mildred Street Paving No. SP-46) and direct the Supervisor and Assessor to create the special assessment roll. Trustee Ream commented, he understands Mr. Ellis position but Trustee Ream assured him that he will really appreciate a paved street instead of the dirt street.

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

4. Approval to Purchase Material for DPW Yard from Verplank Dock Company

It was moved by Trustee Hughes and second by Treasurer Wood to approve the purchase (from Verplank or a more economical vendor) up to \$5,000 of materials (combination of crushed concrete and slag) for the DPW yard. This is a recommendation from the DPW Committee.

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

5. Approval to Hire Paid On Call Fire Fighters

It was moved by Trustee Kemp and second by Trustee Grabinski to approve hiring Bill Featherstone and Benjamin White-Elder to the position of paid on call fire fighters pending acceptable background checks, completing our hiring process and passing the pre-employment physical. This is a recommendation from the Fire Committee.

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

6. Approval to Hire Full-time Police Officer

It was moved by Trustee Grabinski and second by Trustee Kemp to hire Christopher Stoddard to the position of full time Police Officer pending acceptable completion of pre-employment physical, drug screen and

**Page 5: Muskegon Charter Township Regular Board Minutes
June 4, 2018**

6. Approval to Hire Full-time Police Officer continued:

psychological testing. Chief Wypa will give the Oath of Office at the June 18th Township board meeting.

7 - Yeas: Grabinski, Hughes, Ream, Oakes, Wood. Hernandez
0 - Nays Absent: None **Motion Carried**

7. Approval to Hire Part-time Police Officer

It was moved by Treasurer Wood and second by Trustee Ream to hire Troy Nelson to the position of part time police officer pending acceptable completion of pre-employment physical, drug screen and psychological testing. Police Chief Wypa will give the Oath of Office at the June 18th Township board meeting.

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

8. Approval to Hire Part-time Code Enforcement Officer

It was moved by Trustee Kemp and second by Treasurer Wood to hire Rick Runion to the position of part time code enforcement officer with the starting pay as set by wage schedule for this position.

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

J. PUBLIC COMMENTS: None

K. ANNOUNCEMENTS: 1) Trustee Ream thanked all the Board members who attended the meeting, called by the Drain Commissioner, regarding the Holland Drain, It was very well attended. The comments were received. He noted the comments from Fire Chief Glotzbach were very good. Trustee Hughes agreed with Trustee Ream.

L. ADJOURNMENT: It was moved by Treasurer Wood and second by Trustee Kemp to adjourn the meeting at 7:45 pm. **Motion Carried**

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