

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

**Muskegon Charter Township (MCT)  
Regular Board Meeting Minutes  
July 2, 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 Trustee Grabinski

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

**Absent:** None

**Also present:** Staff – DPW Director Sanders, Assessor Good, Fire Chief Glotzbach, Police Chief Wypa and 7 guests. (Commissioner S. Hughes)

Meeting was recorded and labeled the July 2, 2018 regular Board meeting.

**C. PRESENTATION – OATH OF OFFICE FOR POLICE OFFICERS**

Supervisor Hernandez asked Chief Wypa to come to do the presentation. He gave a brief summary of their background and experience and administered the Oath of Office to Officer Rankin and then to Officer Runion. The audience applauded and the Board welcomed Officers Rankin and Runion.

**D. PRESENTATION – 2017 AUDIT**

Joe Verlin, CPA, CGFM and Principal in Auditing Services for Gabridge and Company presented the audit for fiscal year ending December 31, 2017. Each Board member received a hard copy of the audit. Mr. Verlin stated that we have a good working relationship with the Township. We work very well with Erik. He was prepared and provided us with all the information requested to complete the audit. Treasurer and 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 emphasized that auditing standards (GASB) have made changes in the way certain items are accounted for in the audit. We began implementing these change with last year's audit and have continued to comply with the standard. Treasurer Wood asked Joe to explain the difference between general funds and business funds. Joe stated business funds are those revenues received from services provided by the Township to its residents. This is equivalent to the enterprise funds. (Sanitation, street, public safety and sewer) General funds are revenues

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**D. PRESENTATION – 2017 AUDIT continued:**

received from basically all other sources. (Governmental, state, property taxes, etc.) Mr. Verlin continued with the overview of the audit, bringing our attention to several pages as he discussed the financials. He asked if we had any questions. There being none, he thanked the Board for the opportunity they give Gabridge and Company to serve as the Township's auditor. The Board thanked Joe for the presentation.

**E. APPROVAL OF AGENDA – July 2, 2018**

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

**F. PUBLIC HEARING – LENORE AVENUE PAVING PROJECT SP-45**

Supervisor Hernandez stated, the purpose of this public hearing is to hear comments regarding the tax roll. This is an opportunity to ask questions about the front footage and calculations of the amount assessed per parcel. She asked for a motion to open the public hearing on the paving of Lenore Avenue. It was moved by Treasurer Wood and second by Trustee Hughes to open the public hearing. **Motion Carried** Supervisor Hernandez stated we received one written comment from Scott Hardenburgh – Scott was unable to be at the Board meeting and stopped in to get some answers to his questions. Clerk Oakes recorded the following questions from Scott and answers from Treasurer Wood. a) Is the road going to be centered? The cost to center the road is very expensive. From my experience with the paving of Wesley Street, the Road Commission will use the base of the existing road and pave a width of 20 feet of road. The road doesn't usually shift. Why is the amount of the total cost of the project now \$120,140 different from the first estimate amount of \$113,640? The \$120,140 estimate includes publishing cost (one half the total publishing cost, because we published both Lenore and Mildred together), setting up special assessment district and administrative fees. Which amount is our assessed price calculated from? The \$120,140 amount. What is the cost per front footage? \$50.04/foot. Historically the final cost has come in lower than estimated and your assessment will be adjusted accordingly. If the cost exceeds 10% of the estimated cost we must have another public hearing before we can continue the project. What is the tentative schedule date to begin the project? Clerk Oakes stated after the Board meeting tonight, Supervisor Hernandez will contact Ken Hulka MCRC Director and inform him that we have completed the process and she will ask for a tentative starting date for the projects. Is there going to be any ditching. Treasurer Wood reviewed the specifications from the Road Commission and it did indicate some erosion control will be done. Scott wanted to know if he could get a copy of the minutes. Yes, He will stop in and get a hard copy from the Clerk's office or go on the Township website. Question at meeting: 1) Wes Heikkila wanted to know if we have a schedule start date for the projects.

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**F. PUBLIC HEARING – LENORE AVENUE PAVING PROJECT SP-45 cont.:**

Supervisor Hernandez will contact Ken Hulka for a scheduled start date and get back with Wes. There being no additional comments, Supervisor Hernandez asked for a motion to close the public hearing. It was moved by Trustee Kemp and second by Treasurer Wood to close the public hearing. **Motion Carried**

**G. PUBLIC HEARING MILDRED STREET PAVING PROJECT SP-46**

Supervisor Hernandez asked for a motion to open the public hearing for the paving of Mildred Street. It was moved by Trustee Hughes and second by Trustee Grabinski to open the public hearing. There were no comments. It was moved by Trustee Hughes and second by Treasurer Wood to close the public hearing. **Motion Carried**

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

**I. CONSENT AGENDA**

1. Approval of Regular Board Meeting Minutes – June 18, 2018
2. Maintenance & Inspection/Planning & Zoning Committee Meeting Minutes – June 19, 2018
3. Fire Department Monthly Report – May 2018
4. Police Department Monthly Report – May 2018

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

**J. UNFINISHED BUSINESS - None**

**K. NEW BUSINESS**

**1 Weekly Check Runs and Total of all Checks - \$ 295,599.10**

It was moved by Trustee Kemp and second by Trustee Ream to approve payment of the weekly and semi-weekly bills of - \$ 295,599.10 from the appropriate accounts.

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

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

**2. Approval to Purchase New Entrance Doors at Twp. Hall Upper Level**

It was moved by Trustee Grabinski and second by Trustee Kemp to contract with White Lake Glass to replace the entrance doors at Township Hall for a total cost of \$ 5,350 as presented in the Board packet. This is a recommendation from the Inspection Committee.

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

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

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**K. NEW BUSINESS continued:**

**3. Approval to Caulk/Paint Lower Entry at Township Hall**

It was moved by Trustee Kemp and second by Treasurer Wood to contract with Helms Caulking to caulk and paint lower entry for a total cost of \$860.60 as presented in the Board packet. This is a recommendation from the Inspection Committee.

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

**4. Resolution No. 18-10 – Lenore Avenue Paving District No. SP-45**

It was moved by Trustee Grabinski and second by Trustee Kemp to adopt Resolution No. 18-10.

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

**5. Resolution No. 18-11 – Mildred Street Paving District No. SP-46**

It was moved by Clerk Oakes and second by Supervisor Hernandez to adopt Resolution No. 18-11.

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

**6. Resolution No. 18-12 – Approving Paving Project Financing**

It was moved by Treasurer Wood and second by Trustee Kemp to adopt Resolution No. 18-12.

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

**7. Approval of Quit Claim Deed for Abandoned Alley**

It was moved by Trustee Hughes and second by Trustee Grabinski to Quit Claim deed the Abandoned Alley to East Apple Road Michigan Limited Liability for the consideration of \$1.00 as presented in the Board packet.

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

**L. PUBLIC COMMENTS:** 1) Commissioner S. Hughes 2425 Safari Lane –  
a) Join Commissioner Hughes and Supervisor Hernandez for breakfast July 10<sup>th</sup>.  
8 am, Mr. B's. b) The County Commissioners approved building a Downtown  
Convention Center. Commissioner Hughes voted against this motion.

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**L. PUBLIC COMMENTS continued:**

c) Thursday July 5<sup>th</sup>, 2-6 pm the Muskegon Lake Watershed will meet at Terrace Plaza. d) She thanked Trustee Kemp for inviting her to the Veterans Management Meeting.

**M. ANNOUNCEMENTS:**

- 1). Treasurer Wood – The Water Policy Board meeting will be Wednesday July 18<sup>th</sup> at 10 am. Muskegon County Building.
- 2) Trustee Ream - Special thank you to DPW Director Sanders and his staff for responding to his request to fill some pot holes. They were fixed within 24 hours.
- 3) Trustee Hughes - Commended Director Sanders and his staff for responding very quickly to a water issue near his home.
- 4) Treasurer Wood - Stated, he often reads comments on the Township's Facebook regarding DPW Director Sanders and how quick he responds to our residents issues.
- 5) Supervisor Hernandez – She thanked DPW for the work they did to remove the fountain at the Veteran Memorial site and Bob Benderman for getting an electrician to disconnect the electrical. There is a new committee in place to work with getting the Veterans Memorial completed.

**N. ADJOURNMENT:** It was moved by Treasurer Wood and second by Trustee Kemp to adjourn the meeting at 7:46 pm. **Motion Carried**

Reviewed by \_\_\_\_\_ Recorded by: \_\_\_\_\_

Jennifer Hernandez, Supervisor

Ann D. Oakes, Clerk CMC, CMMC