

OAKFIELD TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING  
May 13, 2025

2025-8

**CALL TO ORDER:**

A regular meeting of the Oakfield Township Board of Trustees held May 13, 2025, at 10300 14 Mile Road, Rockford, MI., was called to order at 6:30 P.M.

**Present:** David Howard, Darcia Kelley, Pamela Riker, Ken Rittersdorf,  
Chad Sowerby, Sue Trainer  
Betsy Koett arrived at 6:33 P.M.

**Absent:** None

**CITIZENS COMMENTS:**

None

**APPROVAL OF MINUTES:**

Motion to approve regular meeting minutes for April 8, 2025 offered by Rittersdorf, second by Howard, approved per voice vote.

**FINANCIAL REPORTS:**

Motion to approve Treasurer Report for April, 2025 offered by Sowerby, second by Trainer, approved per voice vote.

Revenue Sharing - \$108,429.00

Motion to transfer funds from Fire Millage to General Fund in the amount of \$20,000.00 offered by Koett, second by Sowerby, approved per roll call vote 7-0.

Motion to transfer funds from General Fund to Pumper Fund in the amount of \$20,000.00 offered by Koett, second by Trainer, approved per roll call vote 7-0.

Motion to transfer funds from Fire Millage to General Fund in the amount of \$4,307.00 for wages offered by Koett, second by Sowerby, approved per roll call vote 7-0.

Motion to amend budget School Election Office Supplies 101-262-727-001 in the amount of \$173.94 offered by Sowerby, second by Howard, approved per roll call vote 7-0.

Motion to approve General Fund Expenditures for the month of April, 2025 in the amount of \$70,634.50 offered by Sowerby, second by Koett, approved per roll call vote 7-0.

Motion to approve Scram Lake Expenditures for the month of April, 2025 in the amount of \$5,346.59 offered by Koett, second by Rittersdorf, approved per roll call vote 7-0.

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**COMMITTEE REPORTS:**

**Fire Department:**

- April calls: 23 medical, 2 P.I. accidents, 1 P.D. accident, 4 fire alarms, 2 C.O. alarms, 3 grass fires, 3 wires calls, 4 illegal burning, 1 odor investigation, 3 Spencer assists, 1 Courtland assist
- Monthly Training: Forcible entry and patient assessment

**From the Chief:**

- Tornado Siren is functioning properly
- Three firefighters passed the recent fire academy

**PCI Report:**

- 48 permits issued
- Total charges \$7,848.00; total due \$7,063.20; total evaluation of projects \$623,184.00

**Planning Commission:**

No meeting in May

**Zoning Board of Appeals:**

No meeting in May

**Zoning Administrator, Kirk Scharphorn:**

- Additional enforcement staff has been hired
- Working on several illegal camping cases

**OLD BUSINESS:**

- PCI Commercial Zoning Contract.

Kirk Scharphorn presented how PCI handles commercial zoning. There is no charge for phone calls or meetings with applicants. Charge is by the hour for review and reports. Review of a standard commercial permit is likely to take between 1 & 2 hours.

Motion to approve contracting with Professional Code Inspections for commercial zoning applications offered by Sowerby, second by Howard, approved per roll call vote 7-0.

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- Zoning Map Update – Progressive Company

Motion to purchase 3 large, 30 small, and digital updated zoning maps from Progressive Company at a cost of \$975.00 offered by Sowerby, second by Rittersdorf, approved per roll call vote 7-0.

- Ordinance Section 4.28 – Keeping of Animals

The Township has been receiving phone calls regarding rules on keeping animals. The Planning Commission will meet to consider updating the ordinance

- Township Meeting Table has been ordered and will arrive soon
- Watchfire Data Plan for Road Sign - \$830.00 was paid for the remaining life of the sign

**NEW BUSINESS:**

- Historical Commission – New Members

Kelley recommended adding new members Jeff Beehler, William Garlick, and Darcia Kelley – board representative to the Historical Commission, bringing the number of members up to the required number of 7.

Motion to add Jeff Beehler, William Garlick, and Darcia Kelley as board representative as members to the Historical Commission offered by Riker, second by Rittersdorf, approved per voice vote.

- L-4029 Township Operating Millage 0.7311, Fire Millage 0.4733

Motion to approve the L-4029 Township operating millage of 0.7311 and fire millage at 0.4733 offered by Koett, second by Sowerby, approved per roll call vote 7-0.

- Painting – Hallway to Vault

Motion to hire Cutting Edge Painting to paint the hallway between the Supervisor's office and the vault so that it will match the office area at a cost of \$250.00 offered by Riker, second by Kelley, approved per roll call vote 4-3.

Yes: Kelley, Riker, Sowerby, Howard

No: Rittersdorf, Koett, Trainer

- May 6 Special Election Results in Oakfield Township: Yes – 330 No - 407

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- Kent County Sheriff's Department will be sending quarterly reports to the township
- Kent County Quadrant Meeting

Kent County is the fastest growing county in population in the state  
26% of motor vehicle accidents in Kent County are car/deer accidents  
There is a program for free testing for lead-based paint on homes built before 1978

- MDOT Transport Meeting Updates

Road work beginning after July 4 through October on M-57 from Ramsdell to Morgan Mills

**CORRESPONDENCE:**

- HOPE Network will no longer provide Wheels to Work transportation service in Oakfield Township as of June 30, 2025
- Grattan Township is starting work on their Master Plan

**CITIZENS COMMENTS:**

None

**BOARD COMMENTS:**

- Trainer – The annual Township audit begins Tuesday, May, 20, 2025

**ADJOURNMENT:** There being no further business, the meeting adjourned at 7:41 P.M.

Sue Trainer  
Oakfield Township Clerk