

OAKFIELD TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING
February 13, 2024

2024-2

CALL TO ORDER:

A regular meeting of the Oakfield Township Board of Trustees held February 13, 2024, at 10300 14 Mile Road, Rockford, MI., was called to order at 6:30 PM

Present: Greg Dean, Betsy Koett, Bryan Porter, Pamela Riker, Ken Rittersdorf, Chad Sowerby, Sue Trainer

Absent: None

APPROVAL OF MINUTES:

Motion to approve regular meeting minutes for January 9, 2024, with amendment to show that Sowerby had abstained on the motion to approve the December 12, 2023 minutes, offered by Porter, second by Koett, approved per a roll call vote 7-0.

FINANCIAL REPORTS:

Motion to approve Treasurer Report for January 2024 offered by Sowerby, second by Riker, approved per a roll call vote 7-0.

Motion to amend budget, General Fund to Capital Fund (101-966-995.401) in the amount of \$240,000.00, offered by Koett, second by Sowerby, approved per roll call vote 7-0.

Motion to amend budget, General Fund to Pumper Fund (101-340-976.000) in the amount of \$100,000.00, offered by Koett, second by Sowerby, approved per roll call vote 7-0.

Motion to amend budget, Fire Department Physicals (101-336-828.000) in the amount of \$60.00 offered by Porter, second by Sowerby, approved per roll call vote 7-0.

Motion approve the transfer of funds, General Fund to Capital Fund in the amount of \$250,000.00, offered by Porter, second by Riker, approved per roll call vote 7-0.

Motion to approve the transfer of funds General Fund to Pumper Fund in the amount of \$100,000.00, offered by Sowerby, second by Trainer, approved per roll call vote 7-0.

Motion to approve General Fund Expenditures for the month of January 2024 in the amount of \$57,556.96 offered by Porter, second by Riker, approved per a roll call vote 7-0.

Motion to approve Scram Lake Sewer Expenditures for the month of January 2024 in the amount of \$3,905.26 offered by Sowerby, second by Riker, approved per a roll call vote 7-0.

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COMMITTEE REPORTS:

Fire Department:

- January calls: 25 medical, 3 P.I. accidents, 4 P.D. accidents, 3 C.O. alarms, 3 wires calls, 1 public assist, 1 odor investigation, 1 water rescue, 2 Spencer assists
- Monthly training: water rescue

From the Chief:

- All trucks received annual service.
#61 required replacement of 4 airbags on drive axles and 2 airbags on cab
#22 required 2 exhaust clamps and a new drain plug

PCI Report:

- 18 permits issued
- Total charges \$2,275.00; total due \$\$2,047.50; total evaluation of projects \$50,000.00

Planning Commission:

- Special Use permits approved on Podunk and 10 Mile
- No meeting for February

Zoning Board of Appeals:

- No meeting

Zoning Administrator:

- 5 tickets were written and court dates have been set

CORRESPONDENCE RECEIVED:

- Kent County Road Commission – weight limits are in effect

CITIZENS COMMENTS:

None

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OLD BUSINESS:

- Master Plan

Motion to contract with Lynee Wells of Aligned Planning offered by Sowerby, second by Riker, approved roll call vote 7-0

- Election Update

Machine testing has been completed

Absentee ballots are being received and recorded

County Clerk Elections Department is conducting election inspector training

As required by the amendment to the State constitution, contacting voters who have not returned their Presidential Primary Ballot Selection form

Nine consecutive days of early voting begins on Saturday, February 17, concludes Sunday, February 25, 2024

- Harvard Road rework 14 Mile to 16 Mile + Curb Cut at M-57
- All Hall inside and outside door locks have been changed

NEW BUSINESS:

- New Computer Monitor – Supervisor's Office \$337.00

Motion to authorize purchase and installation of new computer monitor for Supervisor's office at a cost of \$337.00 offered by Riker, second by Trainer, approved roll call vote 7-0.

- 2024-2025 Budget Hearing and Budget Approval meetings will be March 28, 2024 at 6:30 PM
- Closing of the books for budget year 2023-2024

Motion to close the books for budget year 2023-2024 on March 18, 2024 offered by Dean, second by Sowerby, approved per roll call vote 7-0.

- Budget Workshop will be February 20, 2024 6:30 PM
- Township Property Insurance Renewal - \$1,290 annual premium increase

Motion to approve the renewal of the township property insurance at a cost of \$10,830.00 for the yearly premium offered by Dean, second by Porter, approved roll call vote 7-0.

- Election budget amendments will be made at March Board meeting

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- Wage Resolution – Elected Officials and Township Employees

Supervisor salary remains the same at \$25,000.00 for the 2024-2025 budget year

Motion to approve Clerk salary increase from \$29,700.00 to \$35,000.00 for the 2024-2025 budget year offered by Sowerby, second by Porter, approved per roll call vote 6-0, Trainer abstained.

Motion to approve Treasurer salary increase from \$29,700.00 to \$35,000.00 for the 2024-2025 budget year offered by Sowerby, second by Trainer, approved per roll call vote 6-0, Koett abstained.

Motion to approve Deputy Clerk wage increase from \$20.00 to \$21.00 per hour for the 2024-2025 budget year offered by Trainer, second by Koett, approved per roll call vote 7-0.

Motion to approve Deputy Treasurer salary increase from \$4,400.00 to \$5,000.00 for the 2024-2025 budget year offered by Sowerby, second by Porter, approved per roll call vote 7-0.

Motion to approve Township Trustee salary increase from \$3,300.00 to \$3,500.00 for the 2024-2025 budget year offered by Riker, second by Porter, failed per roll call vote 2-5.

Motion to leave Township Trustee salary at \$3,300.00 for the 2024-2025 budget year offered by Porter, second by Riker, approved per roll call vote 7-0.

Motion to approve Assessor salary increase from \$49,689.75 to \$52,000.00 for the 2024-2025 budget year offered by Sowerby, second by Dean, approved per roll call vote 7-0.

Motion to approve Deputy Assessor (now a Level 1 Assessor) wage increase from \$15.00 to \$23.00 per hour and increase in work days to 2.5 days per week for the 2024-2025 budget year offered by Dean, second by Trainer, approved per roll call vote 6-1.

Motion to approve Township Secretary wage increase from \$18.70 per hour to \$21.00 per hour for the 2024-2025 budget year offered by Sowerby, approved per roll call vote 7-0.

Motion to approve Cleaning Person wage increase from \$17.60 to \$18.00 per hour for the 2024-2025 budget year offered by Koett, second by Sowerby, approved per roll call vote 6-1.

Motion to leave Casual Labor wage at \$15.00 per hour for the 2024-2025 budget year offered by Dean, second by Koett, approved per roll call vote 7-0

Motion to increase the Planning Commission member wage from \$37.75 to \$40.00 per meeting for the 2024-2025 budget year offered by Sowerby, second by Riker, approved per roll call vote 7-0.

Motion to increase the Planning Commission chair wage from \$42.00 to \$45.00 per meeting for the 2024-2025 budget year offered by Koett, second by Riker, approved per roll call vote 7-0.

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Motion to set Zoning Board of Appeals wage at \$40.00 per meeting for the 2024-2025 budget year offered by Porter, second by Rittersdorf, approved per roll call vote 7-0.

Motion to increase Zoning Board of Appeals chair wage from \$42.00 to \$45.00 per meeting for the 2024-2025 budget year offered by Riker, second by Sowerby, approved per roll call vote 7-0.

Motion to set Planning Commission secretary and Zoning Board of Appeals secretary wage at \$15.00 per meeting for the 2024-2025 budget year offered by Sowerby, second by Porter, approved per roll call vote 7-0.

Motion to set Board of Review members wage at \$80.00 per meeting for the 2024-2025 budget year offered by Koett, second by Sowerby, approved per roll call vote 7-0.

Motion to set Construction Board of Appeals members wage at \$40.00 per meeting for the 2024-2025 budget year offered by Koett, second by Sowerby, approved per roll call vote 7-0.

Motion to set Construction Board of Appeals Hearing Officer wage at \$200.00 per meeting for the 2024-2025 budget year offered by Koett, second by Sowerby, approved per roll call vote 7-0.

Motion to increase Fire Chief salary from \$54,410.00 to \$56,010.00 for the 2024-2025 budget year offered by Sowerby, second by Porter, approved per roll call vote 5-2.

Motion to increase the Deputy Fire Chief salary from \$5,775.00 to \$5,975.00 for the 2024-2025 budget year offered by Sowerby, second by Trainer, approved per roll call vote 6-1.

Motion to increase Fire Fighters wage from \$20.00 to \$20.50 per hour for the 2024-2025 budget year offered by Sowerby, second by Rittersdorf, failed per roll call vote 3-4.

Motion to increase Fire Fighters wage from \$20.00 to \$21.00 per hour for the 2024-2025 budget year offered by Sowerby, second by Koett, approved per roll call vote 7-0.

- Point Broadband Metro ACT Right-of-Way Permit Extension

Motion to approve extension of the Point Broadband Metro ACT right-of-way permit offered by Dean, second by Sowerby, approved roll call vote 7-0.

- Rockford Floor Covering – new carpet 2024-2025 \$7,943.74

Motion to approve purchase and installation of new carpet squares in the Hall meeting room and hallways after April 1, 2024 through Rockford Floor Covering at a cost of \$7,943.74 offered by Koett, second by Sowerby, approved roll call vote 7-0.

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- F & V Operations – Labor Rates 2024-2025

Motion to accept F & V Operations 2024-2025 rates offered by Trainer, second by Porter, approved per roll call vote 6-1.

CITIZENS COMMENTS:

Darcia Kelley suggested checking Michigan Townships Association website for wage comparisons for budget planning.

BOARD COMMENTS:

None

ADJOURNMENT: There being no further business, the meeting adjourned at 7:17 PM, offered by Sowerby, second by Porter, approved per roll call vote 7-0

Sue Trainer
Oakfield Township Clerk