

OAKFIELD TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING  
July 8, 2025

2025-10

**CALL TO ORDER:**

A regular meeting of the Oakfield Township Board of Trustees held July 8, 2025, at 10300 14 Mile Road, Rockford, MI., was called to order at 6:30 P.M.

**Present:** David Howard, Darcia Kelley, Betsy Koett, Pamela Riker, Ken Rittersdorf, Chad Sowerby, Sue Trainer

**Absent:** None

**CITIZENS COMMENTS:**

None

**APPROVAL OF MINUTES:**

Motion to approve regular meeting minutes for June 10, 2025 offered by Koett, second by Riker, approved per voice vote.

**FINANCIAL REPORTS:**

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

Motion to approve transfer of funds Fire Millage 101-340-997 to General Fund in the amount of \$6,925.00 for firefighter salaries offered by Sowerby, second by Koett, approved per roll call vote 7-0.

Motion to approve transfer of funds Fire Millage 101-340-790 to General Fund in the amount of \$334.50 for Environmental Door expense offered by Sowerby, second by Koett, approved per roll call vote 7-0.

Motion to approve transfer of funds Fire Millage 101-340-790 to General Fund in the amount of \$6.99 for Ace Hardware purchase offered by Riker, second by Koett, approved per roll call vote 7-0.

Motion to approve General Fund Expenditures for the month of June, 2025 in the amount of \$177,145.24 offered by Koett, second by Sowerby, approved per roll call vote 7-0.

Motion to approve Scram Lake Expenditures for the month of June, 2025 in the amount of \$207.93 offered by Sowerby, second by Riker, approved per roll call vote 7-0.

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OAKFIELD TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING  
July 8, 2025

2025-10

**COMMITTEE REPORTS:**

**Fire Department:**

- June calls: 20 medical, 6 P.I. accidents, 3 P.D. accidents, 1 fire alarm, 1 wires call, 1 Spencer assist, 2 Courtland assists
- Monthly Training: Yearly Self Contained Breathing Apparatus training

**From the Chief:**

- Will be signing the new Kent County Fire Commission Agreement
- The grain rescue tube donated by Zook Farm Equipment and GSI is in. Request to purchase auger system at an approximate expense of \$1,000.00 - \$1,500.00, using funds that had been previously approved for the rescue tube.

Motion to authorize up to \$2,000.00 for the purchase of an auger to augment the use of the grain rescue tube offered by Riker, second by Sowerby, approved per roll call vote 7-0.

- Recommended the hiring of Andrew Cunningham, Nicholas Konkle, and Teasha Riechert as new firefighters. They have gone through the preliminary check and the next step will be firefighter training.

Motion accept the recommendation to hire Andrew Cunningham, Nicholas Konkle, and Teasha Reichert as new Oakfield Township firefighters offered by Sowerby, second by Trainer, approved per voice vote.

**PCI Report:**

- 29 permits issued
- Total charges \$6,701.00; total due \$6,030.90; total evaluation of projects \$714,497.00

**Planning Commission:**

- Recommended that the Board deny the M-57/Lincoln Lake Road rezoning request
- Meeting Tuesday, July 15, 2025 to hear a request to rezone a portion of M-57/Lincoln Lake Road from rural residential to commercial

**Zoning Board of Appeals:**

- No meeting in June

OAKFIELD TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING  
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2025-10

**Zoning Administrator, Kirk Scharphorn:**

- Waiting for court hearing date on the Heintzelman Rd trailers
- Wabasis campers situation nearing conclusion
- Will work on situation at 14211 14 Mile Road

**OLD BUSINESS:**

- Direct Deposit – Township Payroll

Trainer provided an update. There will be no cost to the Township to do direct payroll deposits. Forms will be distributed to employees in July, to be submitted by the end of August so that direct deposit can begin with September payroll.

- Township Operating Policy – Credit Card Policy

Sample policies were submitted. Sample 1A will be tailored to Oakfield Township needs and presented to the Board at for approval at the August meeting.

- Revenue Sharing - \$107,638.00 was received July 2, 2025
- M-57 road work Ramsdell to Morgan Mills to begin on August 7, 2025, completion goal is the end of October. Kelley will check on the schedule for realignment of M-57/Harvard Rd intersection
- Fire Department Substation Discussion

Chief Peterson will bring to the Board documentation of where the majority of calls are located. Kelley is investigating grant opportunities.

**NEW BUSINESS:**

- Lincoln Ridge Properties request to rezone M-57/~~Harvard Road~~ *Lincoln Lake Road* property from rural residential to manufactured housing. *Corrected 8/12/25*

Motion to accept the Planning Commission recommendation to deny the request to rezone M-57/~~Harvard Road~~ *Lincoln Lake Road* property from rural residential to manufactured housing offered by Sowerby, second by Trainer, approved per voice vote. *Corrected 8/12/25*

- Woodbeck Chain of Lakes Special Assessment

Motion to receive annual disbursements from Spencer Township Treasurer for the Oakfield Township ~~their~~ share of the Woodbeck Chain of Lakes Special Assessment offered by Kelley, second by Sowerby, approved per voice vote. *Corrected 8/12/25.*

OAKFIELD TOWNSHIP BOARD OF TRUSTEES  
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2025-10

- Denied Land Division Appeals

Directed the Planning Commission to update local ordinance Chapter 15.5 #4 to direct denied land division application appeals to the Zoning Board of Appeals instead of to the Oakfield Township Board.

- Short Term Rentals

There is currently no ordinance and there have been no complaints. No changes to be made at this time.

- Board of Review – July 22, 2025 at 1:00 P.M.
- Fire Department Chaplin – Dave Hansen

Kelley and Chief Peterson will meet with Dave Hansen to discuss potential appointment as Fire Chaplain.

**CORRESPONDENCE:**

- Kent County Road Commission – will remove a dock on County property on Thomas Lake
- Potential speed study to be conducted on Old 14 Mile Road

**CITIZENS COMMENTS:**

None

**BOARD COMMENTS:**

Welcomed new firefighters.

Trainer noted that copies of the audit were placed in Board mailboxes.

**ADJOURNMENT:** There being no further business, the meeting adjourned at 7:20 P.M.

Sue Trainer  
Oakfield Township Clerk