

OAKFIELD TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING  
March 11, 2025

2025-4

**CALL TO ORDER:**

A regular meeting of the Oakfield Township Board of Trustees held March 11, 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 February 11, 2025, offered by Riker, second by Rittersdorf, approved per voice vote.

Motion to approve special budget meeting minutes for February 25, 2025 offered by Rittersdorf, second by Sowerby, approved per voice vote.

**FINANCIAL REPORTS:**

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

Motion to amend the budget for the following accounts: 101-101-702.000 (+) \$825.00; 101-101-702.001 (+) \$2,184.00; 101-171-702.000 (+) \$2,084.00; 101-209-702.000 (+) \$4,149.00; 101-209-703.000 (+) \$1,650.00; 101-209-705.000 (+) \$100.00; 101-215-702.000 (+) \$2,916.67; 101-253-702.000 (+) \$2,916.67; 101-253-703.000 (+) \$416.67; 101-336-702.000 (+) \$4,667.50; 101-336-703.000 (+) \$497.92 offered by Kelley, second by Sowerby, approved per roll call vote 7-0.

Motion to amend budget, PCI Account 101-702-822.000 in the amount of (+) \$1,363.50 offered by Kelley, second by Sowerby, approved per roll call vote 7-0.

Motion to transfer funds from Fire Millage #101-340-977.000 to General Fund in the amount of \$274.92 offered by Kelley, second by Koett, approved per roll call vote 7-0.

Motion to approve General Fund Expenditures for the month of February 2025 in the amount of \$48,671.66 offered by Koett, second by Riker, approved per roll call vote 7-0.

Motion to approve Scram Lake Expenditures for the month of February 2025 in the amount of \$6,767.95 offered by Sowerby, second by Riker, approved per roll call vote 7-0.

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**COMMITTEE REPORTS:**

**Fire Department:**

- February calls: 18 medical, 3 P.D. accidents, 1 fire alarm, 2 wires calls, 1 vehicle fire, 3 Spencer assists, 1 Grattan assist
- Monthly Training: CPR refresher course

**PCI Report:**

- 12 permits issued
- Total charges \$1,515.00; total due \$1,363.50

**Planning Commission:**

- Rezone rural residential to commercial request by Steve Young to be discussed later in the meeting
- Zoning maps to be updated soon

**Zoning Board of Appeals:**

- New member
- Meeting soon to organize and to approve December 2024 minutes

**Zoning Administrator:**

- Letters sent regarding 5-6 trailers on Heintzelman, Zoning Administrator will follow up

**OLD BUSINESS:**

- Kent County Road Contracts

Motion to chip seal the ½ mile portion of 16 Mile Road recommended by the Kent County Road Commission offered by Riker, second by Howard, denied per roll call vote 4-3.

No: Sowerby, Koett, Trainer, Rittersdorf.

Yes: Howard, Kelley, Riker.

- Budget Review

Kelley provided the Board with the projected 2025-2026 budget to be considered at the upcoming public hearing.

- Public Hearing – 2025-2026 Budget – March 27, 2025 at 6:30 PM

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**NEW BUSINESS:**

- Cemetery Sexton Contract Renewal

Motion to renew the John Venman Cemetery Sexton contract offered by Trainer, second by Sowerby, approved per roll call vote 7-0.

- Rezone Proposal – 12887 Old 14 Mile Rd – Steve Young

Motion to deny the Steve Young request to rezone 12887 Old 14 Mile Rd from rural residential to commercial offered by Sowerby, second by Trainer, approved per roll call vote 7-0.

Motion to refund the \$600.00 rezoning request application fee to Steve Young offered by Rittersdorf, second by Sowerby, approved per roll call vote 7-0.

- Oakfield Township Fee Schedule Update

Motion to approve the updated Oakfield Township Fee Schedule offered by Koett, second by Sowerby, approved per roll call vote 7-0.

- Planning Commission

In the future, Planning Commission members will state the reason when abstaining from a vote.

- Clerk Purchase of Chromebook - \$50.00

Motion to authorize Sue Trainer to purchase her Township Chromebook for \$50.00 offered by Kelley, second by Riker, approved per voice vote.

**CITIZENS COMMENTS:**

Dannie Marko requested training for new Planning Commission members and questioned whether all zoning change applications should be processed through one entity rather than commercial through the Supervisor and residential through PCI as is currently done.

**CORRESPONDENCE:**

None

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**BOARD COMMENTS:**

Trainer noted that Adams Remco will be applying surcharges due to Federal government tariffs and that other companies may do so as well and suggested that the 2025-2026 budget be planned accordingly.

**ADJOURNMENT:** There being no further business, the meeting adjourned at 7:26 P.M.

Sue Trainer  
Oakfield Township Clerk