

**RICHFIELD TOWNSHIP  
BOARD MEETING  
August 11, 2025**

**MEMBERS PRESENT:**

**ROLL CALL:**

Supervisor Joe Madore  
Clerk Cheryl Campbell-Hoberg  
Treasurer Brian Arnes  
Trustee John Minto  
Trustee Don Harris

**OTHERS PRESENT:** Chief Galloway, Several members of the community

**CALL TO ORDER:** The Richfield Township Board was called to order at 7:30 pm at Richfield Township, 5381 N. State Rd, Davison, MI 48423.

The Pledge of Allegiance was recited.

**ADOPT THE AGENDA** Motion by Arnes, second by Campbell-Hoberg to approve. Motion carried unanimously.

**APPROVE PREVIOUS BOARD MINUTES FOR July 14, 2025:** Motion by Madore, second by Arnes to approve previous board minutes as presented. Motion carried unanimously.

**PUBLIC COMMENTS-** No comments

**TREASURERS REPORT:** Arnes reported we will possibly be switching bank accounts to avoid fees. Motion to approve the Treasurer's Report made by Madore, second by Harris. Motion carried unanimously.

**APPROVE BOARD EXPENDITURES:** Motion by Madore, second by Arnes to approve board expenditures as presented Roll Call: Minto- yes, Harris- yes, Arnes- yes, Campbell-Hoberg- yes, Madore -yes Motion carried unanimously.

**UNFINISHED BUSINESS:**

**A. Personnel committee update:**

1. Zoning administrator job description update. Madore made a motion to accept the updated job description for the zoning administrator position. Second by Campbell-Hoberg. Motion carried unanimously.
2. Wage consideration for zoning administrator and building inspector. Motion was made by Madore to increase pay to \$35,322.01, (\$20k Z.A.) using the 2.5 cost of living increase, per year since last increase in pay which was in 2021. Arnes seconded the motion, with more discussion. Roll call- Harris yes, Arnes yes, Minto yes, Campbell-Hoberg yes, Madore, yes.

**B. Crawl space/Ductwork cleaning discussion.**

**NEW BUSINESS:**

**A. Personnel committee update and recommendation:**

1. Assessing assistant/office manager: Motion made by Madore to authorize the Township to open up the clerical classification of assessor assistant/office manager and to post internal opening for this position. Seconded by Minto. All in favor. Motion passed unanimously.
- B. MERS 2025 conference attendees** were chosen by votes from each department. Sgt. Snider and accountant Tracey Hook were voted to attend. Motion by Madore

authorizing Sgt. Snider & Tracey Hook to attend the MERS conference per their contracts, seconded by Arnes. Motion carried unanimously.

- C. Flint River Dodge cemetery request to transfer ownership to Richfield Township. Discussion on if we take over the cemetery. More to information to come.

**DEPARTMENT REPORTS: POLICE** National Night out was held. Chief Galloway and almost all of our police officers were there to help. New hire Officer Goodroe has been progressing and doing well.

**Planning Commission-** will need to redo most recent public hearing due to wrong date being put on some of the letters that were sent out. New hearing date TBD


**GENERAL PUBLIC COMMENTS:** A few comments were made from the public. Travis Covert announced his intention to quit and offered his 2-week notice.


**BOARD COMMENTS-**

**Clerk-** We wrapped up our project with the Senior Center and CDBG which gave them just over \$6,000 to help with different things such as Consumer's Energy bills and lunch supplies, etc.

Next meeting is September 8, 2025 at 7:30 pm

Meeting adjourned 8:31 pm

  
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Joseph Madore, Supervisor

  
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Cheryl Campbell-Hoberg, Clerk