

**Henrietta Township  
11120 Musbach Road  
Munith, MI 49259  
517-596-3374**

Regular Meeting  
June 13, 2012

A work session was held prior to the beginning of the Regular Meeting for the purpose of reviewing invoices and communications.

Meeting called to order at 7:30 p.m. in the Henrietta Township Meeting Room, 11120 Musbach Road, Munith, MI 49259. All members present.

L. Bamm presented the agenda for review with no corrections or additions.

Moved by A. Grimes, supported by A. Faist to approve minutes of the Regular Meeting held on May 9, 2012. Motion carried.

**SPECIAL ORDER**

M. Wandell from the Jackson Department on Aging spoke regarding the senior programs available in Jackson County and the millage renewal on the ballot in August.

D. Lutchka gave an update from the County Commissioners.

**PUBLIC COMMENT**

None

**TREASURERS REPORT – S. DODGE**

General Fund Balance 05-01-2012	\$ 245,995.50
Income	\$ 63,575.43
Disbursements	\$ 39,143.60
General Fund Balance 05-31-2012	\$ 270,427.33
Stabilization Fund 05-31-2012	\$ 102,459.61
Delinquent Tax Account 05-31-2012	\$ -0-
Public Improvement Fund 05-31-2012	\$ 309,366.91
Vehicle Replacement Fund 05-31-2012	\$ 128,660.20
Total Interest Earned 05-31-2012	\$ 58.83

**BUILDING DEPARTMENT – R. TRIPP**

In May the following fees were collected and permits issued:

Building permit fees \$ 2,425.96

Electrical permit fees	\$ 280.00
Plumbing permit fees	\$ 140.00
Mechanical permit fees	\$ 135.00
Site Plan Reviews	\$ 160.00
Address Fees	\$ 20.00
Total fees collected	\$ 3,160.96
Cost of construction	\$ 171,479

Permits include 9 building permits for 3 pole barns, 1 addition to house, 1 frame garage, 1 demo and reframing of existing house, 1 shed damaged by storm, 1 repair of flood damage, 1 above-ground pool, 3 electrical permits, 2 mechanical permits, 1 plumbing permit, 4 site plan reviews, and 1 address sign.

There were 5 delinquent permits for May. One of those has been renewed, and one has called for final inspection. Four “second notice of delinquent permit” notices were sent. The owner of one of the properties receiving the second notice has contacted the township indicating the project has not even begun, and will not begin until this fall. S. Keene recommends the owner fill out a new permit application and transfer the fees already paid to the new permit. The owner will be required to pay any additional fees due because of an increase in fees adopted earlier this year.

**ASSESSOR – VICKIE BRADLEY**

V. Bradley reported the township assessing and tax information is now available on the internet with a link to BS&A. New legislation requires a later deadline for PRE paperwork. We are waiting on new forms for the rescission on foreclosed properties. The assessing department is working with the treasurer to get the new tax roll ready. The July Board of Review is scheduled for Tuesday, July 17<sup>th</sup>.

**ORDINANCE ENFORCEMENT/ZONING – J. SOUTHWORTH**

J. Southworth reported he had 2 site plan reviews, 4 ordinance complaints, no written warnings, 4 requests for information, and drove 105 miles for a total of 14 hours.

**FIRE DEPARTMENT – R. WETMORE**

The fire department responded to 33 calls in May including 28 medical calls, 1 mutual aid to Rives Township, 2 burning complaints, 1 gas leak and 1 cancelled en route. The annual chicken broil will be held on August 25<sup>th</sup> beginning at noon. On July 27<sup>th</sup> there will be a kid’s safety day in conjunction with the Jackson District Library. The program begins at 1 p.m.

**TRANSFER STATION – A. GRIMES**

Monthly Reported Income:	\$ 3,538.00
Northwest Refuse Trucking:	\$ 432.00

Jackson County Incinerator:	\$ 1,254.08
Salary for Month:	\$ 1,060.00
Total Expenses:	\$ 3,100.36
Total Recycled for May:	2.66 tons or 5,320 pounds
Total Recycled for 2012:	25.72 tons or 51,440 pounds

**PLANNING COMMISSION – A. FAIST**

N. Hawley reported the Planning Commission has been reviewing sample master plans and have decided to keep Henrietta Township’s master plan as it is. The recreation team held a work session on the previous Saturday and created a path from Resort Road at the county park.

**NEW BUSINESS**

L. Bamm presented the lease agreement with Stockbridge Schools for consideration. The lease would require paying rent of \$250 per month beginning April 2013. Utility costs have been reduced due to a mild winter last year. The lease agreement is for three years. Moved by A. Faist, supported by A. Grimes to enter into a lease agreement for three years with Stockbridge Schools. Motion carried.

L. Bamm presented the fireworks contract for review. He noted that funds had been allocated for the fireworks. Moved by A. Grimes, supported by A. Faist to donate \$1,500 and sign the contract for the July 4<sup>th</sup> fireworks. Motion carried. It was noted that the fireworks would actually be held on Saturday, June 30<sup>th</sup> this year.

S. Keene presented information regarding five new computers and a server for the township offices. They would be purchased from IT Right, and includes installation of Microsoft Office. Moved by A. Grimes, supported by A. Faist to purchase a server and five computers from IT Right as presented at a cost not to exceed \$6500. Motion carried.

L. Bamm requested a final budget work session be scheduled and noted it would be the last work session before the budget is adopted. The work session will be held Wednesday, June 20<sup>th</sup> beginning at 5 p.m.

L. Bamm requested a budget approval meeting be scheduled to approve the new budget and amendments to this years’ budget. The meeting will be held on June 29<sup>th</sup> beginning at 5 p.m.

**UNFINISHED BUSINESS**

L. Bamm presented the ordinance for dismantled cars for discussion. Copies had not been provided to the entire board. The Planning Commission had questions regarding farm equipment and tractors being included in the ordinance. S. Keene questioned why a new ordinance is being considered. L. Grinage responded the ordinance is still the same; the only thing changed is expediting

the process to have a vehicle removed. He added that tractors have always been included in the ordinance. After further discussion, the ordinance will be changed to remove tractors, and add additional language as discussed. The ordinance will be presented at the July meeting.

L. Bamm presented the Zoning Certificate of Approval amendment for discussion. Due to confusion regarding changes made by township counsel, discussion was tabled until the next meeting.

A. Grimes reported on the sidewalk committee and the Sidewalk Ordinance. He noted the committee is recommending the sidewalks be removed with the exception of a couple of areas where the sidewalks are in good condition. A. Grimes met with M. Sharp to obtain a bid from Sharp Construction to act as construction manager for the project. M. Sharp has stated the bidding process will be open to anyone who wishes to bid the project. His bid as construction manager is \$24,124. In those areas where the sidewalks would remain, the owners would be required to sign a waiver agreeing to abide with the ordinance. Notices will be sent to property owners two weeks prior to any work being done to remove sidewalks. M. Sharp will review bids with the township board prior to awarding contracts. Moved by S. Keene, supported by S. Dodge to enter into a contract with Sharp Construction to act as Construction Manager for removal and landscaping of sidewalks in Munith. Motion carried.

L. Bamm presented the Resolution to Support the Jackson County Hazard Mitigation Plan. Moved by S. Keene, supported by A. Grimes to approve the Resolution to Support the Jackson County Hazard Mitigation Plan. Roll call vote: A. Faist, yes; S. Dodge, yes; S. Keene, yes; A. Grimes, yes; and L. Bamm, yes. Motion carried.

## **OTHER REPORTS**

L. Bamm reported he would be meeting with the Michigan Department of Economic Development and the Enterprise Group on June 28, 2012 beginning at 3 p.m. at Peak Manufacturing to explore funding for road paving.

L. Bamm reported he received word from M. Way regarding plans to expand the parking lot at the Henrietta branch of the library. He requested five copies be provided so all board members could review the plans.

## **PUBLIC COMMENT**

R. Troman questioned the cost of the fireworks and the donation by the township.

Moved by A. Grimes, supported by A. Faist to pay the bills as submitted and reviewed. Motion carried.

Moved by A. Grimes, supported by S. Keene to adjourn. Motion carried. Meeting adjourned at 8:42 p.m.

S. Keene, Henrietta Township Clerk