

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

Regular Meeting
July 11, 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 and added the Industrial Park and Approval of Election Workers to New Business and Construction Board of Appeals to Unfinished Business.

Moved by A. Grimes, supported by A. Faist to approve minutes of the Regular Meeting held on June 13, 2012 and Budget Hearing held on June 29, 2012 as presented. Motion carried.

SPECIAL ORDER

D. Lutchka gave an update from the County Commissioners.

PUBLIC COMMENT

None

TREASURERS REPORT – S. DODGE

General Fund Balance 06-01-2012	\$ 269,309.67
Income	\$ 23,362.68
Disbursements	\$ 48,490.62
General Fund Balance 06-30-2012	\$ 244,181.73
Stabilization Fund 06-30-2012	\$ 103,128.98
Delinquent Tax Account 06-30-2012	\$ -0-
Public Improvement Fund 06-30-2012	\$ 309,811.14
Vehicle Replacement Fund 06-30-2012	\$ 128,666.29
Total Interest Earned 06-30-2012	\$ 58.78

BUILDING DEPARTMENT – R. TRIPP

In June the following fees were collected and permits issued:

Building permit fees	\$ 1,875.00
Electrical permit fees	\$ 560.00

Plumbing permit fees	\$ 420.00
Mechanical permit fees	\$ 350.00
Site Plan Reviews	\$ 160.00
Address Fees	\$ -0-
Total fees collected	\$ 3,365.00
Cost of construction	\$ 61,456.00

Permits include 5 building permits for 1 new house, 1 pole garage, 1 house remodel and 2 house additions, 5 electrical permits, 4 mechanical permits, 2 plumbing permits, and 4 site plan reviews.

There were 4 delinquent permits for June. Three letters have been sent and one phone call made to advise the owners and contractors that inspections need to be completed.

ASSESSOR – VICKIE BRADLEY

V. Bradley reported the 2012 Jackson County Equalization Report has been approved by the County Commissioners. The assessing department continues to prepare for the July Board of Review. V. Bradley has presented a quote from I.T.Right to purchase a lap top computer to be used in field work for the assessing department. Following discussion, moved by A. Grimes, supported by A. Faist to authorize the assessor to purchase a lap top computer as presented, not to exceed \$725.00. Motion carried.

ORDINANCE ENFORCEMENT/ZONING – J. SOUTHWORTH

J. Southworth reported he had 3 site plan reviews, 4 ordinance complaints, 2 written warnings, 6 requests for information, and drove 155 miles for a total of 22 hours.

FIRE DEPARTMENT – R. WETMORE

The fire department responded to 23 calls in June including 14 medical calls, 1 structure fire, 1 arcing wires, 1 unauthorized burning, 4 grass fires and 2 cancelled en route. The annual chicken broil will be held on August 25th beginning at noon.

TRANSFER STATION – A. GRIMES

Monthly Reported Income:	\$ 4,054.50
Northwest Refuse Trucking:	\$ 473.00
Jackson County Incinerator:	\$ 1,365.97
Salary for Month:	\$ 1,285.00
Total Expenses:	\$ 3,779.23
Total Recycled for June:	8.82 tons or 17,640 pounds
Total Recycled for 2012:	13.54 tons or 69,080 pounds

PLANNING COMMISSION – A. FAIST

N. Hawley reported the Planning Commission has completed its 2011-2012 Annual Report and has presented copies to the township board. The Master Plan review has been started. Each member will review different sections and report back to the commission. N. Hawley met with B. Ransom, Jackson County Parks, to discuss further development within the county park.

NEW BUSINESS

L. Bamm presented the 2012-2013 Holiday Schedule for review and adoption. Moved by S. Keene, supported by S. Dodge to approve the 2012-2013 Holiday Schedule as presented. Motion carried.

L. Bamm presented the library parking proposal for discussion. He explained the library would like additional space to expand their parking lot. M. Way met with L. Bamm and R. Wetmore and discussed possible ways for the expansion. M. Way was asked to draw up plans as discussed. However, the drawings do not represent the parking lot as discussed so they will be returned. R. Wetmore will draw a sketch showing what the township is recommending and will forward it to M. Way. Moved by S. Keene, supported by A. Grimes to table discussion on the library parking area to a later meeting. Motion carried.

L. Bamm presented an offer from Peak Manufacturing to purchase the remaining lots in the Industrial Park at a cost of \$100,000. Included in the offer is the requirement that Wetmore Drive be paved by the township and Peak Manufacturing would take over the maintenance of Wetmore Drive once it is paved. They also request the property be reassessed by the township, the township would provide a soil evaluation, and obtain new quotes for paving. S. Keene stated she would like to see the new paving quotes before making any decisions. L. Bamm noted that a response is requested by August 31, 2012. M. Sharp will obtain new quotes for paving, and questioned if Wetmore Drive needed to be paved to “county specifications”; and whether the road needed to meet commercial industrial specifications instead of county road specifications. M. Sharp suggested adding one inch of extra asphalt to the county road specifications. Moved by S. Keene, supported by A. Grimes to authorize M. Sharp to get new bids for road paving as recommended. Motion carried. A meeting will be scheduled to review all information once the bids have been received.

S. Keene presented the election workers for the Primary Election to be held on August 7, 2012 for approval. Moved by S. Dodge, supported by L. Bamm to approve election workers for the Primary Election to be held on August 7, 2012 as presented. Motion carried.

UNFINISHED BUSINESS

A. Grimes reported that he and S. Keene are working to notify those residents within Munith who are keeping their sidewalks. They will need to sign paperwork to opt out of the sidewalk removal.

L. Bamm presented the Dismantled Car Ordinance for discussion. He noted there were two options to review. Discussion included what the definition of an ongoing farm operation meant. Moved by A. Faist, supported by A. Grimes to adopt the Dismantled Car Ordinance #4, option 2, as presented and reviewed. Roll call vote: A. Faist, yes, S. Dodge, yes; S. Keene, yes; A. Grimes, yes; and L. Bamm, yes. Motion carried.

L. Bamm presented the Amendment to the Zoning Ordinance for review. The amendment revises Section 1502. Moved by A. Grimes, supported by A. Faist to adopt the Amendment to the Zoning Ordinance as presented and reviewed. Roll call vote: A. Faist, yes; S. Dodge, yes; S. Keene, yes; A. Grimes, yes; and L. Bamm, yes. Motion carried.

L. Bamm reported that he had received phone calls from several residents interested in sitting on the Construction Board of Appeals. He noted that members of this Board must be licensed contractors, and will need proof of the license provided to the township. The fee for meetings is \$40.00.

OTHER REPORTS

L. Bamm reported he had discussed the sidewalk disrepair with B. Brown. Sidewalks will be inspected for possible repair.

S. Keene presented a bid from BS&A Software to purchase new .Net financial software at a cost of \$4,875. As part of the purchase of new computers and software, it was recommended we use the new computers a few weeks, and then begin adding software with the financial package added first. Moved by A. Grimes, supported by A. Faist to authorize S. Keene to purchase the BS&A .Net Financial Software as presented, not to exceed \$4,875. Motion carried.

PUBLIC COMMENT

R. Troman questioned whether ceiling fans could be installed in the meeting room to eliminate the need for noisy floor fans. He noted it was difficult to hear at times during the meeting.

Moved by S. Keene, supported by A. Grimes 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 8:34 p.m.

S. Keene, Henrietta Township Clerk