

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

Regular Meeting  
August 8, 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. He removed the Industrial Development District from New Business and added the Medical Insurance Rate Increase to New Business. Moved by A. Faist, supported by A. Grimes to approve the agenda as amended. Motion carried.

Moved by A. Grimes, supported by A. Faist to approve minutes of the Regular Meeting held on July 11, 2012 and Special Meeting held on July 30, 2012 as presented. Motion carried.

**SPECIAL ORDER**

None.

**PUBLIC COMMENT**

M. Way from Jackson District Library spoke regarding the lack of parking spaces and the need for additional land from the township. He noted the Jackson County Road Commission will construct the parking expansion at a reduced cost. The township board then agreed to move the Library Parking Lot expansion proposal from Unfinished Business to discuss at this time. L. Bamm explained he and R. Wetmore met with representatives from the library to discuss possible expansion of the parking lot onto township property. R. Wetmore indicated the site plan that has been presented would not interfere with fire department vehicles. S. Keene questioned why the library didn't expand the parking lot west onto their property. Discussion included losing garden space west of the library. M. Way stated the parking lot will go from 7 spaces to 19, and that one of the gardens will be taken out. Additionally, a fence will be installed between the library and the fire department to prevent library patrons from cutting across the lawn into the fire department driveway. L. Bamm noted that the original land agreement signed in 1982 indicates the land will revert back to Henrietta Township if the library is closed at this location. L. Bamm requested the library attorney prepare documents regarding the use of additional township property. Moved by A. Faist, supported by A. Grimes to grant property to Jackson District Library for parking as presented. Motion carried. S. Keene noted that the library

would have to take their parking plans to the next Planning Commission meeting for their review and approval.

**TREASURERS REPORT – S. DODGE**

General Fund Balance 07-01-2012	\$ 239,798.56
Income	\$ 66,298.86
Disbursements	\$ 43,172.08
General Fund Balance 07-31-2012	\$ 262,925.34
Stabilization Fund 07-31-2012	\$ 103,130.74
Delinquent Tax Account 07-31-2012	\$ -0-
Public Improvement Fund 07-31-2012	\$ 309,816.65
Vehicle Replacement Fund 07-31-2012	\$ 128,673.01
Total Interest Earned 07-31-2012	\$ 61.11

**BUILDING DEPARTMENT – R. TRIPP**

In June the following fees were collected and permits issued:

Building permit fees	\$ 1,373.00
Electrical permit fees	\$ 210.00
Plumbing permit fees	\$ -0-
Mechanical permit fees	\$ 70.00
Site Plan Reviews	\$ 160.00
Address Fees	\$ 20.00
Total fees collected	\$ 1,833.00
Cost of construction	\$75,508.00

Permits include 8 building permits for 2 above-ground pools, 4 garage/pole barns and 2 foundations under existing houses, 2 electrical permits, 1 mechanical permit, no plumbing permits, 1 address and 4 site plan reviews.

3 1<sup>st</sup> notice letters sent  
2 2<sup>nd</sup> notice letters sent

**ASSESSOR – VICKIE BRADLEY**

V. Bradley reported the July Board of Review has been finalized and all information has been distributed. V. Bradley also noted she has been researching the Industrial Park for the township board, and will be attending classes in September to complete the certification requirements for 2013. The assessing department is currently working in the Pleasant Lake area.

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

Report not available.

## **FIRE DEPARTMENT – R. WETMORE**

The fire department responded to 30 calls in July including 21 medical calls, 2 grass fires in Henrietta Township, 3 grass fires in Grass Lake Township, 2 grass fires in Blackman Township, 1 structure fire in Rives Township and 1 structure fire in Blackman Township. The annual chicken broil will be held on August 25<sup>th</sup> beginning at noon.

## **TRANSFER STATION – A. GRIMES**

Monthly Reported Income:	\$ 3,190.75
Northwest Refuse Trucking:	\$ 618.00
Jackson County Incinerator:	\$ 1,385.39
Salary for Month:	\$ 1,060.00
Total Expenses:	\$ 3,233.28
Total Recycled for July:	7.34 tons or 14,680 pounds
Total Recycled for 2012:	41.88 tons or 83,760 pounds

## **PLANNING COMMISSION – A. FAIST**

A. Faist reported the Planning Commission continues to work on the master plan and recreation plan for trails at the county park.

## **NEW BUSINESS**

L. Bamm presented a surplus fund allocation for review. He noted that it is recommended the township keep 15% of its' annual budget in the general fund. That would allow the township to move \$75,000 to \$85,000 from the general fund to other funds. S. Keene requested that the funds for the sidewalk removal, Wetmore Drive and computer software be kept where it is available to pay invoices as they are received. L. Bamm noted this is an initial proposal for review, and that fund allocation would be discussed at the September meeting.

S. Keene presented paperwork regarding the medical insurance rate increase, and options available to reduce costs. T. Dobbins provided several options that would reduce cost to the township, and increase expenses to the employees. The insurance is renewed in September, so a decision will need to be made by the end of the month. Burnham and Flowers is also going to provide information on insurance they could provide, but that information has not been received at this time.

## **UNFINISHED BUSINESS**

A. Grimes reported that the township board met on July 30, 2012 and accepted a bid from Preservation Tree Service to remove the sidewalks. Work will begin August 20, 2012. A letter will be mailed to residents of Munith by the end of the week notifying them of when the demolition will begin. The sidewalk ordinance will be reviewed once the sidewalks have been removed.

L. Bamm presented the Industrial Park sales offer for discussion. He explained the costs and expenses as well as the projected income from the sale, and noted the assessor had reviewed assessed values for the Industrial Park property. The board also discussed other requests made by Peak Manufacturing in their offer. A. Grimes questioned whether the proposal from M. Sharp for road paving met Peak Manufacturing's requirements. M. Sharp replied that his proposal exceeds Jackson County Road Specifications. A. Grimes noted the proposal required striping of the road, and that Sharp Constructions' paving bid package did not include striping of the road. C. Salow indicated a center line is adequate; M. Sharp stated he was sure that can be included in the specification presented. Moved by A. Faist, supported by A. Grimes to support the sale and paving of Wetmore Drive, and accept the sales proposal from Peak Manufacturing. Motion carried by roll call vote: A. Faist, yes; S. Dodge, yes; S. Keene, yes; A. Grimes, yes; and L. Bamm, yes. Motion carried. C. Salow stated he would amend the sales proposal to include acceptance of M. Sharp's recommended paving proposal, and that Peak Manufacturing would assume responsibility for maintenance and upkeep of the shared portion of Wetmore Drive. The proceeds of the sale will go directly to the paving of Wetmore Drive, as well as \$100,000 from the Public Improvement Fund. Moved by S. Keene, supported by A. Grimes to contract with Sharp Construction to act as Project Manager in the construction and paving of Wetmore Drive not to exceed \$193,266. Motion carried.

## **OTHER REPORTS**

L. Bamm reported he had received confirmation from Robert Harat that he will serve on the Construction Board of Appeals with Tom Bergeon and Michael Young. L. Bamm will obtain copies of their contractor's licenses and will set a date for an organizational meeting.

## **PUBLIC COMMENT**

None.

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

Moved by S. Keene, supported by A. Grimes to adjourn. Motion carried. Meeting adjourned at 8:27 p.m.

S. Keene, Henrietta Township Clerk