

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

Regular Meeting
May 9, 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. Moved by A. Faist, supported by A. Grimes to accept the agenda as presented. Motion carried.

Moved by A. Grimes, supported by A. Faist to approve minutes of the Regular Meeting held on April 11, 2012 and Public Hearing for Streetlights held on April 18, 2012 as presented and corrected. Motion carried. Correction was made to Regular Meeting on page 4, fourth paragraph, township rental property, removing A. Grimes from supported by and replacing with A. Faist.

SPECIAL ORDER

None

PUBLIC COMMENT

None

TREASURERS REPORT – S. DODGE

General Fund Balance 04-01-2012	\$ 294,542.32
Income	\$ 7,420.88
Disbursements	\$ 52,045.96
General Fund Balance 04-30-2012	\$ 249,917.24
Stabilization Fund 04-30-2012	\$ 102,457.90
Delinquent Tax Account 04-30-2012	\$ -0-
Public Improvement Fund 04-30-2012	\$ 309,362.39
Vehicle Replacement Fund 04-30-2012	\$ 128,653.69
Total Interest Earned 04-30-2012	\$ 57.29

BUILDING DEPARTMENT – R. TRIPP

In April the following fees were collected and permits issued:

Building permit fees	\$ 1,207.50
Electrical permit fees	\$ 770.00
Plumbing permit fees	\$ 140.00
Mechanical permit fees	\$ 70.00
Site Plan Reviews	\$ 160.00
Address Fees	\$ 60.00
Total fees collected	\$ 2,407.50
Cost of construction	\$ 58,051

Permits include 4 building permits for 1 deck over walkout basement, 1 roof over walkout basement door, 1 pole garage, 1 addition to house, 6 electrical permits, 1 mechanical permit, 1 plumbing permit, 4 site plan reviews, and 3 address signs.

There were no delinquent permits for April.

ASSESSOR – VICKIE BRADLEY

V. Bradley reported the taxable value in 2011 was 125,159,286 and for 2012 the starting taxable value is 118,558,890. The drop in taxable value means a reduction in taxes collected for the township of approximately \$5,160. New legislation eliminating personal property tax could reduce revenue by approximately \$8,460. Legislation enacted May 1, 2012 changes filing deadlines for PRE's to June 1st for summer taxes and November 1st for winter taxes. There also is a Foreclosure Entity Conditional Rescission allowing lending institutions to retain the PRE on foreclosed property. The Board of Review has no jurisdiction over either of these matters. Assessing and Tax software will need to be updated to reflect the new law, and new forms will need to be created.

ORDINANCE ENFORCEMENT/ZONING – J. SOUTHWORTH

J. Southworth reported he had 5 site plan reviews, 8 ordinance complaints, 2 written warnings, 4 requests for information, and drove 165 miles for a total of 26 hours. L. Bamm complimented J. Southworth for the cleanup on a dismantled vehicle complaint.

FIRE DEPARTMENT – R. WETMORE

The fire department responded to 28 calls in April. R. Wetmore announced that the fire department would hold a garage sale on June 8th and 9th. Donations are welcomed. The fire department received a 1992 GMC box van donated by the

Summit Township. The vehicle will need new lettering, a new battery, and annual maintenance for a total estimated at \$630 plus costs for title transfer and plates. It will also need to be added to the insurance policy. The van will be used as an ice rescue unit, and could be utilized as a command unit on some incidents. Moved by S. Keene, supported by S. Dodge to approve the costs associated with the new van. Motion carried.

TRANSFER STATION – A. GRIMES

Monthly Reported Income:	\$ 3,421.00
Northwest Refuse Trucking:	\$ 363.00
Jackson County Incinerator:	\$ 1,375.29
Salary for Month:	\$ 1,022.50
Total Expenses:	\$ 3,022.05
Total Recycled for April:	7.04 tons or 14,080 pounds
Total Recycled for 2012:	23.06 tons or 46,120 pounds

A. Grimes reported that the e-waste program is going great.

PLANNING COMMISSION – A. FAIST

N. Hawley reported the Planning Commission has developed a Recreation and Planning Survey to be included in a newsletter being mailed with the July tax bills. Planning commission members informally discussed the draft Strategic Plan 2020. N. Hawley handed out notes from the Jackson County Community Planning meeting along with Jackson County Hazard Mitigation Plan summary and a sample resolution supporting the program.

NEW BUSINESS

L. Bamm presented the Early Warning Siren System purchase agreement for \$1.00 from the Munith Lions Club for consideration. The Lions Club has \$2800 reserved for upgrades to the siren. The siren has been repaired and is now working. S. Keene noted that future siren maintenance would be added to the budget as a new line item. Moved by A. Faist, supported by A. Grimes to purchase the Early Warning Siren System for \$1.00 from the Munith Lions Club. Motion carried. L. Bamm noted that Waterloo Township would ascertain repair needs for the Munith Early Warning Siren and research possible FEMA grants available for weather emergency systems.

L. Bamm reported he had contacted all members of the Zoning Board of Appeals on reappointment and holding an annual meeting. He noted that they have requested new copies of the zoning ordinance book. L. Bamm will contact Waterloo Township regarding the possibility of forming a shared Construction Board of Appeals. Members of the Construction Board of Appeals must be licensed contractors.

L. Bamm reported that the Land Combination Application has been updated, adding a question of whether the parcel is in the streetlight assessment district and requesting additional information on land divisions and combinations. The application fee is \$60.00 plus \$25.00 for each parcel changed. Moved by S. Keene, supported by S. Dodge to approve the updated Land Combination Application and new fees as presented. Motion carried.

S. Keene reported that township funds were deposited into an incorrect account and requested authorization for the treasurer to move those funds from the tax checking account into the public improvement checking account. Moved by A. Faist, supported by A. Grimes to authorize the treasurer to move funds into the correct account. Motion carried. S. Keene noted that BS&A would meet with the clerk and treasurer on May 18th to review the dot-net software.

L. Bamm presented the Jackson County Road Commission dust control program for consideration. The cost is \$1,773 for two applications. Moved by S. Keene, supported by A. Faist to not participate in the Jackson County Road Commission dust control program. Motion carried.

L. Bamm presented a contract from WOW Cable, formerly Broadstripe Cable. The township attorney has reviewed the contract. Moved by A. Grimes, supported by S. Keene to approve the township entering into a contract with WOW Cable. Motion carried.

L. Bamm requested a budget review meeting be scheduled prior to June 30th to amend the 2011-2012 budget, and finalize the 2012-2013 budget. The meeting will be on May 22, 2012 beginning at 5:00 p.m. L. Bamm noted the board would need to address a proposal for the Stockbridge School lease.

S. Keene reported the board had met with a representative from Burnham & Flowers Insurance to discuss a retirement plan for township employees. She noted there is no fee to roll over existing investments to the ING 401A Plan. There is a \$30 participation fee and the plan is 3% net of fees. Contribution to the plan is on a monthly basis. The township employees and township auditor have indicated that they are satisfied with the retirement plan. The township would pay the \$500 annual fee for an audit as required by the IRS. It was noted that participants could discontinue at any time. Moved by A. Grimes, supported by S. Keene to change from the present retirement program to the ING 401A Plan and the 457B Plan from Burnham and Flowers. Motion carried. L. Bamm questioned whether employees could borrow against the retirement account in emergencies. S. Keene will contact Burnham & Flowers regarding loans. It was noted that the 457B Plan is open to all employees of the township.

UNFINISHED BUSINESS

Township Attorney L. Grinage presented amendments to the Junk Vehicle Ordinance and Zoning Ordinance for approval. The zoning ordinance is amended to require buildings be more than 50% complete for renewal purposes. If the building were not more than 50% complete, a new permit would be required

at ½ the cost of the original permit. Moved by A. Grimes, supported by S. Keene to postpone adoption of the Zoning Ordinance Amendment until the June meeting. Motion carried. The amendment to the Junk Vehicle Ordinance includes text changing the noncompliance procedure for code violations. Discussion included the Zoning Administrator working on a complaint basis only; current procedure is more cost effective; the process for a misdemeanor is different from a civil infraction which is less effective in motivating code violators; what about extreme circumstances; and text includes farm equipment which impacts generally accepted farming practices. General consensus moved the discussion of the Junk Vehicle Ordinance Amendment to the June meeting.

Township Attorney L. Grinage presented the Sidewalk Ordinance #42 for review. A. Faist questioned whether adoption of the ordinance should be postponed until after the sidewalks are removed. The township board had originally decided to remove the sidewalks in Munith at township expense. S. Keene will publicize a request for bids on removing the sidewalks in Munith. L. Grinage stated that the ordinance can be adopted without billing homeowners for sidewalk removal, or the enforcement date could be designated after the sidewalks are removed. Provisions are being drafted for a signed waiver from homeowners who wish to retain their sidewalk portion that is in a safe condition. They will need to agree to the ordinance requirements and upkeep with the sidewalk. The discussion and decision was tabled until the June meeting.

L. Bamm presented the Streetlight Assessment District and reopened the Public Hearing held on April 18, 2012. The districts have been established, and the township will contribute 30% of the annual cost for streetlights. The township will contribute \$100 towards the installation costs for any new streetlights requested by residents if deemed needed according to the safety definition. Discussion on new streetlight petitions outside of current districts or within existing districts by adding a new district results in double payments. The policy does not allow new installations within 500 feet of another streetlights. S. Keene commented that only residents outside a current district could petition for a new streetlight. L. Bamm stated that the application process determines whether or not a streetlight petition is granted. He inquired if the board was comfortable with the policy and presented sample applications from Summit and Blackman Townships. Moved by S. Keene, supported by S. Dodge to adopt the Henrietta Township Streetlight Policy with the new Streetlight Installation Application. Roll call vote: A. Grimes, yes; S. Keene, yes; S. Dodge, yes; A. Faist, yes; and L. Bamm, yes. L. Bamm noted that Consumers Energy had estimated monthly costs of \$600, but the most recent bill was \$500. The special assessment will be included on the 2012 winter tax bill. L. Bamm recommended using the \$7200 estimated cost as the basis for the assessment, with any adjustments being made in January 2013. Any overpayment will be credited to the following year. The assessment is \$18 per parcel. Moved by S. Keene, supported by S. Dodge to approve and establish Streetlight Assessment District 1 and Streetlight Assessment District 2 as presented at an annual cost of \$18 per parcel. Roll call vote: A. Grimes, yes; S. Keene, yes; S. Dodge, yes; A. Faist, yes; and L. Bamm, yes. Motion carried.

OTHER REPORTS

None

PUBLIC COMMENT

A. Faist reported that Jamie Roberts graduated valedictorian from Wayne State University's Advance Nursing School

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

Moved by A. Grimes, supported by A. Faist to adjourn. Motion carried.

Meeting adjourned at 9:40 p.m.

S. Keene, Henrietta Township Clerk