

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

Regular Meeting
July 13, 2011

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 S. Dodge to approve minutes of the Regular Meeting held on June 8, 2011 and the Special Meeting held on June 21, 2011. Motion carried.

L. Bamm presented the 2011-2012 budget for review and adoption. It was noted that \$500 would be added to line item Township Board Social Security. Moved by A. Grimes, supported by S. Keene to adopt the 2011-2012 budget as corrected. Motion carried.

SPECIAL ORDER

D. Lutchka gave an update from Jackson County.

PUBLIC COMMENT

None.

TREASURERS REPORT – S. DODGE

General Fund Balance 06-01-2011	\$ 245,845.39
Income	22,299.90
Disbursements	39,253.06
General Fund Balance 06-30-2011	\$ 228,892.23
Stabilization Fund 06-30-11	\$ 100,187.66
Delinquent Tax Account 06-30-11	\$ -0-
Public Improvement Fund 06-30-11	\$ 275,287.70
Vehicle Replacement Fund 06-30-11	\$ 98,553.63
Total Interest Earned 06-30-11	\$ 65.80

BUILDING DEPARTMENT – R. TRIPP

In June 2011 the following fees were collected and permits issued:

Building permit fees	\$ 748.52
Electrical permit fees	\$ 130.00
Plumbing permit fees	\$ -0-
Mechanical permit fees	\$ 130.00
Site Plan Reviews	\$ 120.00
Address Fees	\$ 20.00
Total fees collected	\$ 1,145.52

Cost of construction \$ 22,456.00

Permits include 1 Deck, 1 Pole Garage, 1 Above Ground Pool, 1 New Roof, 1 Permit Renewal, 2 electrical permits, 2 mechanical permits, no plumbing permits and 3 site plan reviews.

ASSESSOR – VICKIE BRADLEY

V. Bradley reported the July Board of Review would be held July 19th beginning at 3:00 p.m. The 2011 County Multipliers were sent out and the database has been updated. The assessing department is currently reviewing foreclosed sales that took place in the fall of 2010 and 2011 year to date. L. Bamm requested a list of foreclosed property in the township. He will review them with J. Southworth and request that he monitor these vacant houses.

ORDINANCE ENFORCEMENT/ZONING – J. SOUTHWORTH

J. Southworth reported he had 5 Site Plan Reviews, 8 Ordinance Complaints, 4 Written Warnings, 3 Requests for Information, 3 hours of training and drove 165 miles for a total of 23 hours. L. Bamm stated that J. Southworth requested the township consider changing ordinance #40 to allow repeated offenders to be charged as a misdemeanor instead of civil infraction. L. Grinage will research whether there is a better way to track civil infractions through the court system and whether a misdemeanor charge would be beneficial to the township. He noted that changing to a misdemeanor would cost the township in legal fees, and any fines collected would not be forwarded to the township.

FIRE DEPARTMENT – R. WETMORE

R. Wetmore reported the fire department responded to 25 calls in June, including 16 medical calls, 2 unauthorized burning, 1 smoke odor, 1 carbon monoxide detector activation, 1 gas leak, 1 power line down, 1 cooking fire and 2 motor vehicle accidents. R. Wetmore presented a proposal to replace the doors at the fire station. The doors would have keypad entry instead of keys, with the front door being glass, and the remaining doors steel. The bid from Dalton & Zick totaled \$2,900. Discussion included amending this years' budget to pay for the doors, or paying for the doors from the Public Improvement Fund. Moved by S.

Keene, supported by A. Grimes to replace the doors at the fire station as presented, not to exceed \$2,900, with funds from Public Improvement. Motion carried. S. Dodge noted she would get a cashier's check when the invoice is received.

TRANSFER STATION – A. GRIMES

Monthly Reported Income:	\$ 4,274.50
Northwest Refuse Trucking:	\$ 618.00
Jackson County Incinerator:	\$ 1,720.28
Salary for Month:	\$ 1,022.50
Total Expenses:	\$ 3,911.11
Total Recycled for June:	7.46 tons or 14,920 pounds
Total Recycled for 2011:	28.45 tons or 56,900 pounds

PLANNING COMMISSION – A. FAIST

N. Hawley reported that there is a vacancy on the planning commission due to the resignation of J. Hurd. The planning commission is currently updating the Master Plan to include "complete streets". The recreation team will meet with Jackson County Parks on July 20th to request development of a walking track/path at the park, and to open an entrance from Resort Road into the park with an aggregate path that would connect to the blacktop drive. There would be "fitness stations" along the path. The projected cost of the path and walking track is \$15,400. Any soil displaced would create a hill that could be used for sledding in the winter. A. Faist noted the regular meeting would be held on July 26th beginning at 7:30 p.m. S. Keene will publish the vacancy for the planning commission, with applications due by August 24th, and the appointment being made at the September board meeting.

NEW BUSINESS

L. Bamm presented the 2011-2012 Township Board Regular Meeting and Planning Commission Meeting dates for approval. Moved by A. Faist, supported by A. Grimes to approve the 2011-2012 Township Board Regular Meeting and Planning Commission Meeting dates as presented. Motion carried.

L. Bamm presented the 2011-2012 Holiday Schedule for approval. Moved by S. Keene, supported by A. Faist to approve the 2011-2012 Holiday Schedule as presented. Motion carried.

L. Bamm presented the Election Officials for the Special Election to be held August 2, 2011 for approval. Moved by S. Dodge, supported by L. Bamm to approve the Election Officials for the Special Election to be held August 2, 2011 as presented. Motion carried.

UNFINISHED BUSINESS

L. Bamm presented the Streetlight Assessment District for discussion. A. Faist suggested the township increase their portion of the cost of streetlights. A Public Hearing will be held on September 21, 2011 beginning at 7:30 p.m., and residents of the district will be notified of the hearing by mail. The Special Assessment will need to be finalized in October to be included on the December Winter 2011 tax bill.

L. Bamm presented the Munith sidewalks for discussion. He will contact the Jackson County Road Commission and request a quote for engineering fees to include a walking path and bike lane on Main Street from M-106 to Waterloo-Munith Road. He will also request quotes for construction costs. It is possible that Waterloo Township would be interested in paying for their side of Main Street to complete the project. Once the walking path has been completed, the old sidewalks would be removed and grass seed planted.

OTHER REPORTS

L. Bamm was questioned whether the property owned by the township on H Drive needed mowing. He will check the property.

L. Grinage reported that the Stephens case continues to progress.

PUBLIC COMMENT

D. Lutchka noted the next Regular Meeting would coincide with the Jackson County Fair.

R. Troman reported the fireworks on July 4th were great. He also questioned whether the tree removal company has addressed damage their trucks have caused to the drive at the lawn waste drop-off site. R. Wetmore noted he spoke to one of the employees, but has not received any information from them.

Moved by S. Keene, 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 8:32 p.m.

S. Keene, Henrietta Township Clerk