

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

Regular Meeting
February 13, 2013

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.

A. Grimes presented the agenda for review and added appointments to the Planning Commission and Zoning Board of Appeals to the agenda under New Business.

Moved by A. Faist, supported by S. Kasprzycki to approve minutes of the Regular Meeting held on January 9, 2013 as presented. Motion carried.

SPECIAL ORDER

None.

PUBLIC COMMENT

None.

TREASURERS REPORT – S. DODGE

General Fund Balance 01-01-2013	\$ 135,231.59
Income	\$ 74,759.21
Disbursements	\$ 44,256.04
General Fund Balance 01-31-2013	\$ 165,734.76
Stabilization Fund 01-31-2013	\$ 103,140.88
Delinquent Tax Account 01-31-2013	\$ 126.00
Public Improvement Fund 01-31-2013	\$ 239,042.64
Vehicle Replacement Fund 01-31-2013	\$ 153,701.74
Total Interest Earned 01-31-2013	\$ 27.80

BUILDING DEPARTMENT – R. TRIPP

In January the following fees were collected and permits issued:

Building permit fees	\$ 728.75
Electrical permit fees	\$ 280.00
Plumbing permit fees	\$ 140.00

Mechanical permit fees	\$ 210.00
Site Plan Reviews	\$ 40.00
Address Fees	\$ -0-
Total fees collected	\$ 1,398.75
Cost of construction	\$ 219,700.00

Permits include 2 building permits for a new house to replace one lost by fire and a handicap ramp, 3 electrical permits, 2 mechanical permits, 1 plumbing permit, no addresses issued and 1 site plan review. One expired permit notice was sent.

ASSESSOR – VICKIE BRADLEY

V. Bradley reported the March Board of Review will meet on March 11, 2013 and March 13, 2013. Equalization ratios were provided, and she noted that assessment change notices have been delivered to Econoprint for mailing by February 22, 2013.

ORDINANCE ENFORCEMENT/ZONING – J. SOUTHWORTH

J. Southworth reported he had 1 site plan review, 4 ordinance complaints, 1 written warning, 2 requests for information, 2 hours of office time, and drove 130 miles for a total of 24 hours in January.

FIRE DEPARTMENT – R. WETMORE

R. Wetmore reported the fire department responded to 26 calls in January including 20 medical calls, 1 good intent call, 1 dispatched and cancelled en route, 1 motor home fire and 3 structure fires in Grass Lake and Rives Township under mutual aid.

TRANSFER STATION – A. GRIMES

Monthly Reported Income:	\$ 2,829.39
Northwest Refuse Trucking:	\$ 363.00
Jackson County Incinerator:	\$ 875.68
Salary for Month:	\$ 985.00
Total Expenses:	\$ 2,418.26

Total Recycled for January	7.34 tons or 14,680 pounds
Total Recycled for 2013:	7.34 tons or 14,680 pounds

PLANNING COMMISSION – A. FAIST

N. Hawley reported that the planning commission would spend the next few months finalizing the review of the master plan. They will then send out notices to surrounding communities regarding the new master plan.

UNFINISHED BUSINESS

None.

NEW BUSINESS

A. Grimes presented a new General Policy Manual for review. He requested that all board members read the manual, mark any comments and/or suggestions, and be ready to discuss at the next meeting. S. Keene commented that this policy is a broad policy and covers board duties and responsibilities. The personnel policy will be more specific regarding employee policies.

A. Grimes presented an amendment to the Land Division Ordinance for review and adoption. The amendment is in response to a land division that created a non-conforming parcel in a residential district per our zoning ordinance. The amendment adds language to the ordinance to prevent a non-conforming parcel from being created. Moved by S. Keene, supported by S. Dodge to adopt the amendment to the Land Division Ordinance #35 adding sections 7F and 7G. Roll call vote: A. Faist, yes; S. Dodge, yes; S. Keene, yes; S. Kasprzycki, yes; and A. Grimes, yes. Motion carried. S. Keene will publish in the Jackson Citizen Patriot.

A. Grimes requested that the township board authorize him to be a signer on the credit card account at CP Credit Union. Moved by A. Faist, supported by S. Kasprzycki to authorize A. Grimes to be a signer on the CP Credit Union credit card account. A. Faist then amended his motion to removing L. Bamm as an authorized signer on the CP Credit Union credit card account and adding A. Grimes as an authorized signer on the CP Credit Union credit card account". S. Kasprzycki supported the amended motion. Motion carried.

A. Grimes presented a slate of names to be appointed to the Planning Commission for consideration. He has contacted all members, and they are all interested in continuing their positions on the commission. Terms are for a period of three years, with those whose terms have expired filling their term until the three year period is up. Moved by S. Keene, supported by S. Kasprzycki to appoint A. Faist, R. Troman, R. Draeger, R. Hoffman, N. Hawley, L. Spaulding and A. Wellington to the Planning Commission as presented. Motion carried.

A. Grimes presented a slate of names to be appointed to the Zoning Board of Appeals for consideration. He has contacted all members, and they are all interested in continuing their positions on the Board. Terms are for a period of three years, with those whose terms have expired filling their term until the three year period is up. Moved by A. Faist, supported by S. Keene to appoint M. Sharp, A. Wellington, S. Young, D. Iverson and L. Spaulding to the Zoning Board of Appeals. Motion carried. A. Grimes added that the Zoning Board of Appeals will hold an organizational meeting on February 25, 2013 beginning at 5:30 p.m. At that time a chairperson will be elected.

OTHER REPORTS

S. Keene reported she had been contacted by the Jackson County Department on Aging regarding the nutrition site currently open and meeting in Henrietta Township. Due to low numbers of participation, they are considering closing the Henrietta Nutrition Site. Discussion included how we can increase attendance and keep the site open.

PUBLIC COMMENT

None

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

Moved by S. Keene, supported by S. Kasprzycki to adjourn. Motion carried.
Meeting adjourned at 8:02 p.m.

S. Keene, Henrietta Township Clerk