

**Henrietta Township
11732 Bunkerhill Road
Pleasant Lake, MI 49272
517-769-6925**

Regular Meeting
March 8, 2023

Meeting called to order at 6:00 p.m.

All Members present.

A. Grimes presented the agenda for review.

A. Grimes presented the minutes from the regular board meeting held on February 8, 2023 for review and approval.

Moved by M. McDonald, supported by A. Faist, to approve the minutes from the regular board meeting held on February 8, 2023 as presented and reviewed.
Motion Carried.

SPECIAL ORDER

None.

PUBLIC COMMENT

None.

TREASURER'S REPORT – MARIA MCDONALD

General Fund balance 2/28/23	\$ 306,508.48
Delinquent Tax Account balance 2/28/23	\$ 248.50
Stabilization Fund balance 2/28/23	\$ 102,557.16
Public Improvement Fund balance 2/28/23	\$ 534,463.11
Vehicle Replacement Fund balance 2/28/23	\$ 234,329.13
ARPA Funds balance 2/28/23	\$ 301,997.82
Total Interest Earned	\$ 1,493.19

BUILDING DEPARTMENT – R. TRIPP

Fees Collected:	\$ 975.00
Total Construction Cost:	\$ 8,600.00
Building Permits:	3
Electrical Permits:	3
Mechanical Permits:	2

Plumbing Permits:	0
Site Plan Reviews:	0
Address Signs:	0
Expired Permits:	2

ORDINANCE ENFORCEMENT/ZONING – J. Cook

Hours Worked:	6.5
New Complaints:	4
Open Ordinance Violations:	20
Written Warnings:	17
Verbal Warnings:	1
Total Civil Infractions:	2
Total Ordinance Violations:	20
Total Miles Driven:	62

ASSESSOR

2023 Assessment Notices mailed out 2/21/23.

March Board of Review:
Organizational Meeting Tuesday, March 7, 2023 3:00 p.m. - Assessment Roll turned over to the Board of Review.

Appeals to be heard by apt:

Tuesday, March 14, 2023: 9a.m.-12p.m. & 1p.m.-4p.m.
Wednesday, March 15, 2023: 1p.m.-4p.m. & 6p.m.-9p.m.

Fieldwork Update- Fieldwork for 2023: 25% of the township (784 parcels) was visited and records corrected/updated. This included all building permits, sales and all of the Pleasant Lake, Batteese Lake & White Lake properties. Once Board of Review is complete the fieldwork process for 2024 will begin.

FIRE DEPARTMENT – R. WETMORE

Total Calls:	60
Building Fires:	4
Brush or brush-and-grass fire:	2
EMS:	23
Motor vehicle accident with injuries:	1
Hazardous condition, other:	1
Powerline Down:	18
Person in Distress, other:	4
Dispatched & cancelled en route:	3
No incident found on arrival:	3
False alarm or false call:	1

TRANSFER STATION – A. GRIMES

Monthly Reported Income:	\$ 3,132.00
Modern Waste Refuse Trucking:	\$ 2,708.11
Salary for the Month:	\$ 1,125.00
Total Expenses:	\$ 4,007.99

Total Recycled for February: #5.48 Tons or 10,960 Pounds.
Total Recycled for 2023: #21.27 Tons or 42,540 Pounds.

PLANNING COMMISSION – N. HAWLEY

N. Hawley provided an update on items currently in the preliminary phase with the planning commission. N. Hawley stated that a preliminary site plan review for commercial property on Berry Rd. was held at their February 28, 2023 meeting. The next Planning Commission meeting will be at 7:00 p.m. on March 28, 2023 at the Henrietta Township Office.

UNFINISHED BUSINESS

A. Grimes provided an update on the progress of the fire hydrant well located at the Hawkins Rd. Trail Head. Project should be completed in the next month.

NEW BUSINESS

A. Grimes presented a proposal for from Beach Builders & Craftsmen LLC to make upgrades to the Recycling Center in the amount of \$5,200.

Moved by A. Faist, supported by S. Kasprzycki to accept the proposal from Beach Builders & Craftsmen LLC to make upgrades to the Recycling Center at a cost not to exceed \$5,200 from ARPA funds as presented and reviewed. Motion Carried.

A. Grimes presented proposals from VC3 and Applied Imaging for 5 new Desk top computers, 1 Laptop, and a new printer/scanner/fax/color copier in the amount of \$11,860.57

Moved by M. McDonald, supported by S. Keene to accept the proposals from VC3 and Applied Imaging for 5 new Desk top computers, 1 Laptop, and a new printer/scanner/fax/color copier at a cost not to exceed \$11,860.57 as presented and reviewed from ARPA funds.
Motion Carried.

A. Grimes presented proposals from the Jackson County Department of Transportation for repair on Kennedy Rd. in the amount of \$50,080, Lowden Rd. in the amount of \$40,239, Nims Rd. in the amount of \$22,270, Sayers Rd. phase

1 in the amount of \$35,045, Sayers Rd. Phase 2 in the amount of 45,073 and Zion Rd in the amount of \$39,525.

Moved by A. Faist, supported by S. Keene to authorize A. Grimes to enter into contract with the Jackson County Department of Transportation for repairs on Lowden Rd. in the amount of \$40,239, Nims Rd. in the amount of \$22,270, Sayers Rd. (phase 1) in the amount of \$35,045, and Zion Rd in the amount of \$39,525 for a total cost not to exceed \$137,079.00 from ARPA funds.
Motion Carried.

Moved by A. Faist, supported by S. Keene to authorize A. Grimes to enter into contract with the Jackson County Department of Transportation for repairs on Kennedy Rd in the amount of \$50,080 and Sayers Rd (phase 2) in the amount of \$45,073 for a total cost not to exceed \$95,153.00 from Public Improvement.
Motion Carried.

A. Grimes presented VC3's proposed IT Contract. No action was taken.

A. Grimes presented a proposal from Barnett Custom Countertops to repair the front desk counter and the countertop in the kitchen in the amount of \$300.

Moved by S. Keene, supported by M. McDonald to accept the proposal from Barnett Custom Countertops to repair the front desk and kitchen counters at a cost not to exceed \$300.
Motion Carried.

OTHER REPORTS/CORRESPONDENCE

A. Grimes stated that during the prolonged power outages in the area due to the winter storm that the Township Office opened as a warming center, was able fill water jugs, and provided drinks and food.

PUBLIC COMMENT

None.

PAYMENT OF BILLS

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

Moved by M. McDonald, supported by S. Keene, to adjourn the meeting. Motion Carried.

Meeting adjourned at 7:35 p.m.

Sally J. Keene, Clerk
Henrietta Township