

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

Regular Meeting  
June 14, 2023

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

Members Present: A. Faist, M. McDonald, S. Keene.

Members Absent: A. Grimes, S. Kasprzycki.

Moved by S. Keene, supported by M. McDonald for A. Faist to chair the meeting. Motion Carried.

A. Faist presented the agenda for review.

A. Faist presented the minutes from the regular board meeting held on May 10, 2023 and the minutes from the special meeting held on May 4, 2023 for review and approval.

Moved by M. McDonald, supported by S. Keene, to approve the May 10, 2023 regular meeting minutes and the May 4, 2023 special meeting minutes as presented and reviewed. Motion Carried.

**SPECIAL ORDER**

Sheriff Gary Schutte was in attendance to provide an update on the Jackson County Sherriff's department.

**PUBLIC COMMENT**

None.

**TREASURER'S REPORT – MARIA MCDONALD**

General Fund balance 5/31/23:	\$ 340,193.73
Delinquent Tax Account balance 5/31/23:	\$ 380.50
Stabilization Fund balance 5/31/23:	\$ 102,625.43
Public Improvement Fund balance 5/31/23:	\$ 477,835.81
Vehicle Replacement Fund balance 5/31/23:	\$ 234,476.82
ARPA Funds balance 5/31/23:	\$ 167,679.54
Total Interest Earned:	\$ 600.54

## **BUILDING DEPARTMENT – R. TRIPP**

Fees Collected:	\$ 7,394.18
Total Construction Cost:	\$ 1,023,353.00
Building Permits:	12
Electrical Permits:	8
Mechanical Permits:	5
Plumbing Permits:	2
Site Plan Reviews:	10
Address Signs:	0
Expired Permits:	6

## **ORDINANCE ENFORCEMENT/ZONING – J. Cook**

Hours Worked:	13.5
New Complaints:	1
Open Ordinance Violations:	18
Written Warnings:	16
Verbal Warnings:	1
Total Civil Infractions:	0
Total Ordinance Violations:	18
Total Miles Driven:	161

## **ASSESSOR**

Fieldwork for 2024 Update: Half of the fieldwork has been visited.

Treasurer and assessor are in balance, millage rates verified, L-4029 completed.

July Board of Review will take place Tuesday, July 18, 2023 at 3:00 p.m. to correct clerical errors and mutual mistakes of fact.

Deeds, PTA's and PRE's are up to date.

## **FIRE DEPARTMENT – R. WETMORE**

Burning fire:	2
Passenger vehicle fire:	1
Special outside fire, other:	1
Medical:	18
Gas Leak:	1
Assist police or governmental agency:	1
Unauthorized burning:	1
Good intent call:	2
Dispatched and cancelled en route:	1
False alarm or false call:	1
TOTAL CALLS FOR MAY:	29

R. Wetmore stated that he is in the process of applying for a State of Michigan Grant to purchase fire equipment. The Henrietta Firefighter's Annual Rummage Sale was a success. The Henrietta Firefighters Association will be hosting a car show on June 25, 2023 at the Henrietta Township's fire station.

**TRANSFER STATION – A. GRIMES**

Monthly Reported Income:	\$ 7,262.35
Modern Waste Refuse Trucking:	\$ 3,067.11
Salary for the Month:	\$ 1,220.00
Total Expenses:	\$ 4,506.04

Total Recycled for May: #10.97 Tons or 21,940 Pounds.  
Total Recycled for 2023: #41.93 Tons or 83,860 Pounds.

**PLANNING COMMISSION – N. HAWLEY**

N. Hawley provided an update on a continued site plan review on proposed commercial property along with items currently in the preliminary phase with the planning commission. The next Planning Commission meeting will be at 7:00 p.m. on June 27, 2023 at the Henrietta Township Office.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

A. Faist presented the 2023 Tax Rate Request L-4029 for review and approval.

Moved by S. Keene, supported by M. McDonald to sign the 2023 Tax Rate Request L-4029 as presented and reviewed. Motion Carried.

A. Faist presented the Planning Commission members for re-appointments.

Moved by S. Keene, supported by M. McDonald to appoint Planning Commission members: N. Hawley (3-year term), R. Draeger (3-year term), J. Duszynski (2-year term), A. Faist (1-year term), T. Kinch (2-year term), R. Troman (3-year term), and A. Wellington (1-year term). Motion Carried.

A. Faist presented the Zoning Board of Appeals members for re-appointments.

Moved by M. McDonald, supported by S. Keene to appoint Zoning Board of Appeals members: M. Sharp (4-year term), J. Faist (4-year term), S. Keene (1-year term), A. Wellington (4-year term), and S. Young (4-year term). Motion Carried

A. Faist presented the 2023-2024 Regular Board Meeting dates and Planning Commission Meeting dates for review and approval.

Moved by S. Keene, supported by M. McDonald to approve the 2023-2024 Regular Board Meeting dates and Planning Commission Meeting dates as presented and reviewed. Motion Carried.

A. Faist presented the 2023-2024 Holiday Schedule for review and approval.

Moved by S. Keene, supported by M. McDonald to approve the 2023-2024 Holiday Schedule as presented and reviewed. Motion Carried.

## **OTHER REPORTS/CORRESPONDENCE**

S. Keene stated that Henrietta Township would be having an August 8, 2023 special election for Northwest Community Schools.

M. McDonald stated that tax bills would be mailed on June 30, 2023 and would be due on 9/14/2023.

## **PUBLIC COMMENT**

R. Troman of 806 Crest Dr. spoke on the poor condition of Hankerd and Resort Roads. R. Troman also suggested opening the transfer station a day during the week during the nicer months. R. Troman asked the status of the old school on Meridian Road. It was stated by the board that Supervisor Grimes has contacted the township's attorney regarding the school.

## **PAYMENT OF BILLS**

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

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

Meeting adjourned at 6:45 p.m.

Sally J. Keene, Clerk  
Henrietta Township

Special Meeting  
Thursday, May 4, 2023  
2:30 p.m.

A meeting of the Henrietta Township board was called to order on Thursday, May 4, 2023 beginning at 2:30 p.m.

Members Present: A. Grimes, S. Keene, M. McDonald and A. Faist.

Absent: S. Kasprzycki

The purpose of the meeting was to review the **requested** amounts for the 2023-24 Budget.

Supervisor Grimes indicated that the budget reflect a 3% increase for the elected officials and the fire chief and a \$2.00 per hr. increase for the administrative assistant.

Clerk Keene recommended a .50 increase per hour for the firefighters.

Chief Wetmore indicated that 101-340-801 Professional Services will include the purchase of new software for mandatory reporting. He estimates that the cost will be \$4,000.00 to convert and \$3,100.00 annual support.

No action was taken at this work session.

Moved by A. Faist, supported by M. McDonald to adjourn the meeting at 4:05 p.m.

Sally J. Keene, Clerk  
Henrietta Township