



Regular Meeting  
March 13, 2024

Meeting called to order at 7:00 p.m.

All members were present.

A. Grimes presented the agenda for review.

A. Grimes presented the minutes from the regular board meeting held on February 14, 2024, for review and approval.

Moved by M. McDonald, supported by S. Kasprzycki, to approve the February 14, 2024, meeting minutes as submitted and reviewed. Motion Carried.

### **SPECIAL ORDER**

County Commissioner, Margie Walz, provided an update on the latest happenings at the county level including the Jackson County Fair, Junior Fairgrounds, an increase in 911 calls, and Jackson Parks and Recreation.

### **PUBLIC COMMENT**

Jim Moss of 6585 Portage Lake Rd. presented the board with an offer of \$100,000 for the purchase of the property (approximately 5.5 acres) and assets of the Recycling Center. Discussion Followed.

Moved by S. Keene, supported by A. Faist to not accept any offer for the facility or business at the Recycling Center.

Roll Call: A. Faist, yes; M. McDonald, yes; S. Keene, yes; S. Kasprzycki, yes; A. Grimes, yes. Motion Carried.

### **TREASURER'S REPORT – MARIA MCDONALD**

Balances as of 2/29/2024

General Fund balance:	\$ 330,144.83
Delinquent Tax Account balance:	\$ 236.50

Stabilization Fund balance:	\$ 102,693.76
Public Improvement Fund balance:	\$ 554,274.13
Vehicle Replacement Fund balance:	\$ 310,887.69
ARPA Funds balance:	\$ 60,786.66
Total Interest Earned:	\$ 2,365.79

**BUILDING DEPARTMENT – R. TRIPP**

Fees Collected:	\$ 3,545.00
Total Construction Cost:	\$ 610,936.00
Building Permits:	7
Electrical Permits:	3
Mechanical Permits:	1
Plumbing Permits:	1
Site Plan Reviews:	6
Address Signs:	0
Expired Permits:	1

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

Hours Worked:	9
New Complaints:	2
Open Ordinance Violations:	12
Written Warnings:	0
Verbal Warnings:	0
Total Civil Infractions:	0
Total Ordinance Violations:	14
Site Plans/Non-Permit:	0
Total Resolved Violations:	0
Total Miles Driven:	121

A. Grimes provided an update on the progress of 2 properties currently in violation of ordinances.

**ASSESSOR**

2025 Fieldwork- Sections 6-21 will be the focus for fieldwork this year totaling 619 parcels (20%) which will include permits & sales. Fieldwork letters will be mailed out after board of review is completed.

March Board of Review dates are as follows:

Board of Review Training: All current Board of Review members have been certified in the training

Organizational meeting was held March 5, 2024. The 2024 assessment roll was turned over to the Board of Review.

MBOR hearing dates: Tuesday, March 12, 2024 9am-12pm & 1pm-4pm  
Wednesday, March 13, 2024 1pm-4pm & 6pm-9pm

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

**FIRE DEPARTMENT – R. WETMORE**

Building fire:	1
Forest, woods, or wildland fire:	1
Cultivated grain or crop file:	1
Medical Call:	17
Dispatched & Canceled en route:	1
Severe weather or natural disaster:	1
TOTAL CALLS FOR FEBRUARY:	22

R. Wetmore stated that the Fire Department will hold its annual Easter Egg Hunt on Saturday, March 30, 2024, from 11:30-1 p.m. at Hankerd Hills Golf Course.

**TRANSFER STATION – A. GRIMES**

Monthly Reported Income:	\$5,321.20
Modern Waste Refuse Trucking:	\$2,523.50
Salary for the Month:	\$1,220.00
Total Expenses:	\$3,926.54

Total Recycled for February #6.14 Tons or 12,280 Pounds

Total Recycled for 2024 #34.34 Tons or 68,680 Pounds

A. Grimes stated that the annual tire collection will be held at Henrietta Township on June 15, 2024. The grant is only allowing for 1 53-foot trailer to be filled this year.

**PLANNING COMMISSION – N. HAWLEY**

N. Hawley stated that the next Planning Commission meeting will be held at the Henrietta Township Office on March 26, 2024, at 7 p.m. N. Hawley stated the planning commission will be reviewing responses from the survey available on

henriettatownshipmi.gov regarding Master Plan Updates, the planning commission will also be reviewing text updates to the zoning ordinance.

## **ELECTION DEPARTMENT – S. KEENE**

S. Keene stated that the Presidential Primary Election held on February 27, 2024, went well, early voting was available for all voters. Henrieta Township will be having a special election on May 7, 2024, for East Jackson Community Schools. Early voting will NOT be available for this election.

## **UNFINISHED BUSINESS**

A. Grimes stated that the Jackson District Library is considering making substantial updates to its Henrietta Branch.

A. Grimes presented the original agreements the Township has with the Jackson District Library along with an updated proposed agreement from the Jackson District Library.

No action was taken, A. Grimes will continue to work with the Jackson County Library Director.

## **NEW BUSINESS**

A. Grimes presented options with cost estimates for road construction on Hankerd and Hawkins Roads from the Jackson Department of Transportation. Discussion Followed.

Moved by S. Kasprzycki, supported by A. Faist for A. Grimes to enter into a contract with the Jackson Department of Transportation to skip pave approximately 6,600' of Hankerd Rd. (Resort Rd. to Territorial Rd.) and to skip pave approximately 4,000' of Hawkins Rd. (TWP line to M-106) at a Township share cost of \$133,934, using ARPA Funds for the first \$61,000 and Public Improvement funds earmarked Roads for the remaining balance. Motion Carried.

A. Grimes will work with The Jackson Department of Transportation to get additional project estimates at a township share cost of \$50,000.

A. Grimes presented the three submitted bids for lawn maintenance for the Township Office/Fire Station and Transfer Station campuses for review.

Moved by A. Faist, supported by M. McDonald to accept the bid for lawn maintenance at \$90 per service for the Township Hall/Fire Station and \$50 per service for the Transfer Station as needed from AJ's Complete Lawn Care, LLC. Motion Carried.

A quarterly budget review is scheduled for 4/16/24 at 3 p.m. at the Henrietta Township Hall.

The Township Board congratulated Maria McDonald on her retirement and introduced Matt Chrisinske as the newly appointed Treasurer effective March 27, 2024.

### **OTHER REPORTS/CORRESPONDENCE**

A. Grimes stated that Janice Kitley, the Waterloo Township Clerk, recently passed away. Her funeral will be held on 3/30/24 at 3 p.m. at the Munith United Methodist Church.

### **PUBLIC COMMENT**

R. Troman of 806 Crest Dr. questioned if there were any updates on the dilapidated building on Merdian Rd. No update was provided.

### **PAYMENT OF BILLS**

Moved by A. Faist, supported by M. McDonald, 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 8:30 p.m.

Sally J. Keene, Clerk  
Henrietta Township