

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

Regular Meeting
May 9, 2018

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, 11732 Bunkerhill Road, Pleasant Lake, MI 49272. All members present.

A. Grimes presented the agenda for review.

Moved by M. McDonald, supported by S. Keene, to approve minutes of the regular meeting held on April 11, 2018 and the budget workshop held on April 23, 2018 as presented and reviewed. Motion carried.

SPECIAL ORDER

None.

PUBLIC COMMENT

None.

TREASURER'S REPORT – MARIA MCDONALD

General Fund balance 04-30-2018	\$ 196,841.63
Delinquent Tax Account balance 04-30-2018	\$ 356.50
Stabilization Fund balance 04-30-2018	\$ 104,927.17
Public Improvement Fund balance 04-30-2018	\$ 394,687.98
Vehicle Replacement Fund balance 04-30-2018	\$ 102,014.14

BUILDING DEPARTMENT – R. TRIPP

In April the building department collected \$5,778.73 in fees with a construction cost of \$358,690. Permits included 13 building permits for 2 new houses, 1 mobile home in park, 1 addition to house, 1 new door, 1 shed, 1 replacement garage, 1 pool and 3 decks; 5 electrical permits, 5 mechanical permits, 4 plumbing permits, 11 site plan reviews and 1 address. 3 letters were sent for expired permits.

ASSESSOR – VICKIE BRADLEY

V. Bradley reported that the deadline for filing the summer PRE affidavits is June 1, 2018. This is also the deadline for conditional PRE affidavits for the summer tax levy.

ORDINANCE ENFORCEMENT/ZONING –S. BURNETT

S. Burnett reported he had worked 34 hours in April, received 10 complaints, verified 9 ordinance violations, issued 5 written warnings, issued 1 verbal warning, had 4 civil infractions and drove 192 miles.

FIRE DEPARTMENT – R. WETMORE

R. Wetmore reported the fire department responded to 35 calls in April including 24 medical calls, 3 grass fires, 1 structure fire, 1 mutual aid call to Rives Township, 2 mutual aid calls to Stockbridge, and 4 mutual aid calls to Blackman Leoni. R. Wetmore requested a pay increase for the firefighters of .25 per hour which would give firefighters \$14 per hour and officers \$14.50 per hour. Moved by S. Keene, supported by A. Faist to approve a pay increase of .25 per hour for the firefighters and officers as presented. Motion carried. R. Wetmore requested the township purchase 4 sets of turnout gear at a cost not to exceed \$8,000 from the current year budget. Moved by M. McDonald, supported by S. Kasprzycki to purchase 4 sets of turnout gear at a cost not to exceed \$8,000 from the current year budget. Motion carried. R. Wetmore requested the township purchase new software for fire department reporting. He recommends purchasing Emergency Response Reporting at a cost of \$3,275 the first year with the following five years at \$2,176. Discussion included other departments using this software. Moved by S. Keene, supported by A. Faist to purchase new software for the fire department at a cost not to exceed \$3,275. Motion carried.

TRANSFER STATION – A. GRIMES

Monthly reported income:	\$ 3,448.00
Modern Waste:	\$ 1,796.64
Salary for Month:	\$ 1,055.00
Total Expenses:	\$ 3,094.15

Total recycled for April	5.26 tons or 10,520 pounds
Total recycled for 2018	23.85 tons or 47,700 pounds

PLANNING COMMISSION – A. FAIST

N. Hawley gave an update on activities of the planning commission. They are currently reviewing assets at the Pleasant Lake County Park and are applying for a grant to cover the expense of improvements.

UNFINISHED BUSINESS

None.

NEW BUSINESS

A. Grimes reported that the current assessor will be retiring June 29, 2018, and presented information on possible replacements. He had information on three options, HSC Services, Jackson County Equalization Department, and Julie Pulling. A. Grimes recommended offering a contract to Julie Pulling for a term of one year with a six month review at a cost of \$35,000 which would cover 2 days a week in the office. Moved by S. Keene, supported by M. McDonald to offer the position of Henrietta Township Assessor to Julie Pulling as presented and discussed. Motion carried.

A. Grimes presented a Resolution to Establish Township Officers Salary for review and approval. The resolution includes a 1% increase in wages. Moved by S. Keene, supported by M. McDonald to approve the Resolution to Establish Township Officers Salary as presented and reviewed. Roll call vote: A. Faist, yes, M. McDonald, yes; S. Keene, yes; S. Kasprzycki, yes; and A. Grimes, yes. Motion carried.

A. Grimes presented the Resolution of Notification of Release of Right of First Refusal for property located at 214 N. Main Street, Munith that has been foreclosed on by Jackson County for review. Moved by A. Faist, supported by M. McDonald to approve the Resolution of Notification of Release of Right of First Refusal as presented and reviewed. Roll call vote: A. Faist, yes; M. McDonald, yes; S. Keene, yes; S. Kasprzycki, yes; and A. Grimes, yes. Motion carried.

A. Grimes reported two bids had been received for the sale of the 1993 Freightliner rescue truck. The first bid from N. Fisk was \$3,055. The second bid from R. Dixon was \$3,759. Moved by S. Keene, supported by A. Faist to accept the bid from R. Dixon to purchase the 1993 Freightliner rescue truck. Funds will be deposited in the vehicle replacement account.

A. Grimes presented the possibility of purchasing the Stanfield property adjacent to the township property for discussion. The property includes 2 parcels, and has been appraised. Moved by A. Faist, supported by S. Keene to authorize A. Grimes to negotiate the purchase of Stanfield property located adjacent to township property. Motion carried.

A. Grimes presented a list of roads determined by Jackson County Road Department as roads that should be spray patched and chip sealed this year. The roads included Bartlett, Maude and a section of McCreery from Territorial to Baseline. Following discussion it was determined to do preventative maintenance on Bartlett and Maude Roads. The estimated cost to the township for these two roads is \$11,451.17. Moved by A. Faist, supported by M. McDonald to authorize A. Grimes to enter into a contract for preventative maintenance by Jackson County Road Department for Bartlett and Maude Roads

at a cost estimated to be \$11,451.17. Motion carried. A. Grimes noted that work is also scheduled on Meridian and Bunkerhill Roads this year.

OTHER REPORTS/CORRESPONDENCE

A. Grimes noted Henrietta Township was hosting the tire recycling program at the transfer station on June 2, 2018.

PUBLIC COMMENT

R. Troman questioned A. Grimes regarding the compactor at the transfer station that wasn't working on Saturday. A. Grimes noted that some customers were turned away while they worked to repair the compactor. R. Troman also noted an increased police presence in the township and wondered whether there was a reason for additional police coverage.

S. Keene thanked S. Burnett for his effort to clean up the property located at Coonhill and Sayers Roads.

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 at 8:42. Motion carried.

Sally J. Keene, Clerk
Henrietta Township