

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

Regular Meeting  
January 13, 2016

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 and added Mutual Aid Agreements under New Business.

Moved by S. Keene, supported by S. Kasprzycki to approve minutes of the Regular Meeting held on December 9, 2015. Motion carried.

**SPECIAL ORDER**

None.

**PUBLIC COMMENT**

L. D. Sizemore, Coonhill Road, questioned what the setbacks were to rebuild a house. He also questioned the requirements for constructing a fence. A. Grimes suggested he submit a site plan to the township indicating what he wanted to build and where it would be located on his property.

**TREASURERS REPORT – M. MCDONALD**

General Fund balance 12-31-2015	\$ 120,147.92
Delinquent Tax Account balance 12-31-2015	\$ 115.50
Stabilization Fund balance 12-31-2015	\$ 104,224.44
Public Improvement Fund balance 12-31-2015	\$ 256,859.09
Vehicle Replacement Fund balance 12-31-2015	\$ 315,959.13

M. McDonald reported the balance of the bond account is \$ 67,642.37 and the balance of the transaction account is \$ 1,019.57.

**BUILDING DEPARTMENT – R. TRIPP**

In December the building department collected \$3,328.64 in fees for permits with a construction cost of \$249,799. Permits include 5 building permits for 1 new house, 1 new roof, 2 pole barns, and 1 addition to pole barn; 4 electrical permits,

4 mechanical permits, 2 plumbing permits, 4 site plan reviews and 2 address signs. There were 2 letters sent for expired permits.

In 2015, 78 building permits were issued with a construction cost of \$3,382,114. There were also 61 electrical permits, 53 mechanical permits and 29 plumbing permits issued.

**ASSESSOR – VICKIE BRADLEY**

V. Bradley reported the December Board of Review met and changes have been made. The March Board of Review will be held on March 14<sup>th</sup> and March 16<sup>th</sup>. V. Bradley is currently processing land values and ECF's for the 2016 tax roll.

**ORDINANCE ENFORCEMENT/ZONING –S. BURNETT**

S. Burnett reported he had worked 17 hours in December, received 2 complaints, verified 2 ordinance violations and issued 1 written warning and 1 verbal warning. 320 miles were driven, including travel to and from Cadillac for training.

**FIRE DEPARTMENT – R. WETMORE**

R. Wetmore reported the fire department responded to 34 calls in December including 28 medical calls, 2 structure fires, 1 electrical fire, 1 good intent call, and 2 dispatched and cancelled en route. In 2015 the fire department responded to 401 calls, the highest number we have ever had. R. Wetmore presented Mutual Aid Agreements with Jackson County, SAESA, and Leslie Township. Moved by S. Keene, supported by M. McDonald to sign Mutual Aid Agreements with Jackson County, SAESA, and Leslie Township as presented and reviewed. Motion carried.

**TRANSFER STATION – A. GRIMES**

Monthly reported income:	\$ 2,925.00
Modern Waste:	\$ 207.65
Salary for Month:	\$ 800.00
Total Expenses:	\$ 1,314.05

Total recycled for December	9.76 tons or 19,520 pounds
Total recycled for 2015	102.32 tons or 204,640 pounds

**PLANNING COMMISSION – A. FAIST**

N. Hawley reported the planning commission did not meet in December. N. Hawley continues to collect lake area surveys. She has also prepared a summary of laws for the medical marijuana ordinance public hearing.

## **UNFINISHED BUSINESS**

L. Grinage was not present. A. Grimes noted the court date is January 22, 2016.

## **NEW BUSINESS**

A. Grimes gave an update on the sale of township property. L. Grinage reviewed the sales agreement and recommended some changes which were incorporated into a new sales agreement. The purchase price has been increased to \$110,000. Moved by A. Faist, supported by M. McDonald to enter into a revised purchase agreement with Midwest V, LLC and authorize A. Grimes to act on behalf of Henrietta Township in the sale of township property located at the corner of Bunkerhill Road and Kennedy Road. Roll Call Vote: A. Faist, yes; M. McDonald, yes; S. Keene, yes; S. Kasprzycki, yes; A. Grimes, yes. Motion carried.

A. Grimes presented a quote from General Code to purchase software and training for a paperless filing system. This system was recommended by I. T. Right and can be integrated with B. S. & A. Software. The cost of the software, support and training is \$11,297.00. The anticipated annual support fees are \$1,057. Moved by S. Keene, supported by S. Kasprzycki to purchase General Code software as presented, at a cost not to exceed \$11,500, using funds from the Public Improvement Fund. Motion carried.

A. Grimes requested a Quarterly Budget Review be scheduled. The Quarterly Budget Review will be held on January 27, 2016 beginning at 4 p.m.

## **OTHER REPORTS/CORRESPONDENCE**

None.

## **PUBLIC COMMENT**

Mr. Andrews questioned who was purchasing the township property on Bunkerhill Road. A. Grimes responded he is working with Midwest V, LLC and that they represent one of the dollar stores.

Moved by M. McDonald, supported by S. Keene to pay the bills. Motion carried.

Moved by S. Keene, supported by A. Faist to adjourn the meeting. Motion carried.

Meeting adjourned at 8:12 p.m.

S. Keene, Henrietta Township Clerk