

DRAFT

PENNFIELD CHARTER TOWNSHIP MEETING MINUTES APRIL 10, 2018

Supervisor Morgan called the meeting to order at 6:00 PM at the Pennfield Middle School cafeteria. Present were Supervisor Morgan, Clerk Case, Treasurer Jackson and Trustees Goodman, Herbstreith and Skelding. Trustee Damerow was excused. There were 13 people present. The Pledge of Allegiance was recited.

PUBLIC COMMENTS

A resident spoke about property taxes being raised on her property.

ADDITIONS/DELETIONS TO THE AGENDA

It was moved by Trustee Herbstreith and supported by Trustee Skelding to accept the Agenda as presented. **Motion carried.**

APPROVAL OF THE CONSENT AGENDA

It was moved by Trustee Herbstreith and supported by Trustee Skelding to accept the Consent Agenda as presented. **Motion carried.** The Consent Agenda consists of the following items:

1. Meeting minutes of March 1, March 8 and March 29, 2018
2. Utilities Division monthly report – see addendum
3. Code Compliance monthly report – see addendum
4. Permits Department monthly report – see addendum
5. Assessors Department monthly report – see addendum
6. Cemetery Department monthly report – see addendum
7. Life Care report
8. Zoning report

PUBLIC SAFETY REPORTS

POLICE: Lt. Wiersma was present from the Calhoun County Sheriff's Department to give the monthly report. The monthly stats are as follows: 140 traffic citations, 192 verbal warnings, 17 traffic crashes, 53 arrests, 33 self generated complaints, 288 dispatched complaints and 1,771 property inspections.

FIRE: Chief Smith was present and gave the monthly report. The stats are as follows: 7 fires, 70 rescue & medical emergencies, 4 hazardous conditions, 2 service calls, 7 good intent calls, and 2 false alarms.

UNFINISHED BUSINESS

- 1. Rental Ordinance #207-06-16.

NEW BUSINESS

- 1. Adoption of Pennfield Charter Township Resolution 18-34

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 18-34
(a Resolution designating a grave in Hicks Cemetery to be used
for burying the ashes of retired flags)**

BE IT RESOLVED that Clerk Case of Pennfield Charter Township was approached by Boy Scout Troop 328 to allow the burying the ashes of retired flags in Hicks Cemetery.

WHEREAS, Pennfield Charter Township will designate a grave in Hicks Cemetery (location to be determined by Clerk Case) for the burying the ashes of retired flags.

WHEREAS, the fee for opening and closing of the grave will be waived.

WHEREAS, the date/ceremony for the burial of ashes will be on an annual basis and will be scheduled by Clerk Case and the local Boy Scout Troop 328.

Moved by: Trustee Herbstreith Supported by: Trustee Skelding

Supervisor Morgan – Yes	Trustee Damerow – Excused
Clerk Case – Yes	Trustee Goodman – Yes
Treasurer Jackson – Yes	Trustee Herbstreith – Yes
	Trustee Skelding – Yes

Vote shows 6 yes, -0- and 1 excused. **Resolution 18-34 is adopted.**

A motion was made by Trustee Herbstreith and supported by Trustee Skelding to amend the wording of Pennfield Charter Township Resolution 18-35 as follows: “ A Resolution amending the current water and sewer consumption rates and readiness to serve charges.”

Supervisor Morgan – Yes	Trustee Damerow – Excused
Clerk Case – Yes	Trustee Goodman – Yes
Treasurer Jackson – Yes	Trustee Herbstreith – Yes
	Trustee Skelding – Yes

Resolution 18-35 wording is amended.

- 2. Adoption of Pennfield Charter Township Resolution 18-35

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #18-35
(a Resolution amending the current water and sewer consumption rates
and readiness to serve charges as of July 1, 2018)**

WHEREAS, the Township Board recognizes its legal responsibility to maintain appropriate rates with both the water fund and the sewer fund, so

THEREFORE, BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves and adopts the following rate structure effective July 1, 2018.

See attached schedule

Moved by: Trustee Herbstreith Supported by: Trustee Skelding

Supervisor Morgan – Yes	Trustee Damerow – Excused
Clerk Case – Yes	Trustee Goodman – Yes
Treasurer Jackson – Yes	Trustee Herbstreith – Yes
	Trustee Skelding – Yes

Vote shows 6 yes, -0- no, and 1 excused. **Resolution 18-35 is adopted.**

3. Adoption of Pennfield Charter Township Resolution 18-36

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 18-36
(a Resolution introducing Pennfield Charter Township Ordinance
No. 207R-06-16 of 2018. An Ordinance which would repeal Pennfield Charter
Township Ordinance No. 207-06-16 of 2016)**

WHEREAS, the Township Board for Pennfield Charter Township will publish as required proposed Ordinance No. 207R-06-16 of 2018.

THEREFORE, BE IT RESOLVED, that the Board for Pennfield Charter Township hereby agrees, following required posting of Pennfield Charter Township Ordinance No. 207R-06-16 of 2018, to bring said Ordinance in front of the Pennfield Charter Township Board for possible adoption at the next regularly scheduled township board meeting.

ORDINANCE NO. 207R-06-16-2018 OF 2018

**AN ORDINANCE TO REPEAL ARTICLE XII OF CHAPTER 10 OF THE
PENNFIELD CHARTER TOWNSHIP CODE OF ORDINANCES (ORDINANCE
NO. 207-06-16) REQUIRING THE REGISTRATION AND CERTIFICATION AND
RENTAL DWELLINGS**

THE CHARTER TOWNSHIP OF PENNFIELD, Calhoun County, Michigan, ordains:

SECTION 1. Repeal. Article XII of Chapter 10 of the Pennfield Charter Township Code of Ordinances (Ordinance No. 207-06-16, adopted August 1, 2016) is hereby repealed.

SECTION 2. Savings. A prosecution which is pending on the effective date of this Ordinance and which arose from a violation of an ordinance repealed by this Ordinance, or a prosecution which is started within one (1) year after the effective date of this Ordinance arising

from a violation of an ordinance repealed by this Ordinance and which was committed prior to the effective date of this Ordinance, shall be tried and determined exactly as if the Ordinance had not been repealed.

SECTION 3. Severability. If any section, paragraph, clause, or provision of this Ordinance shall be held invalid, its invalidity shall not affect any other provisions of this Ordinance that can be given effect without the invalid section, paragraph, clause, or provision, and for this purpose, the sections, paragraphs, clauses, and provisions of this Ordinance are hereby declared to be severable.

SECTION 4. Effective Date. This Ordinance shall take effect on the date of publication pursuant to MCL 42.22, which publication shall take place within thirty (30) days from the date of adoption and shall be in a local newspaper of general circulation. Publication of a summary of this Ordinance, as part of the published proceedings of the Township Board, shall constitute publication of the Ordinance.

Moved by: Trustee Herbstreith Supported by: Trustee Skelding

Supervisor Morgan – Yes	Trustee Damerow – Excused
Clerk Case – No	Trustee Goodman – Yes
Treasurer Jackson – No	Trustee Herbstreith – Yes
	Trustee Skelding – Yes

Vote shows 4 yes, 2 no, and 1 excused. **Resolution 18-36 is adopted.**

4. Adoption of Pennfield Charter Township Resolution 18-37

PENNFIELD CHARTER TOWNSHIP RESOLUTION 18-37 (a Resolution to adopt millage ballot language for Pennfield Charter Township)

WHEREAS, the Township Board of Pennfield Charter Township wishes to insure that the Township has sufficient funds to pay for police and fire protection services; and

WHEREAS, townships may provide for funding of public safety services by means of a millage levy for such purposes pursuant to 1933 PA 62, as amended, MCL 211.201, et seq. and other laws; and

WHEREAS, townships may impose and levy ad valorem property taxes to finance lawful public services, as authorized by the Michigan Constitution of 1963 and other laws; and

WHEREAS, the Township Board of Pennfield Charter Township wishes to renew an expiring levy of 4.5 mills to pay for the cost of providing police and fire protection services to the residents of the Township;

NOW, THEREFORE, BE IT RESOLVED that the Township Board of Pennfield Charter Township, Calhoun County, approves the following millage ballot question language and directs the clerk to submit it to be placed on the August 7, 2018 election ballot:

Shall the expired previous voted increase in the tax limitations imposed under Article IX, Sec. 6 of the Michigan Constitution in Pennfield Charter Township of 4.5 mills (\$4.50 per \$1,000 of taxable value), reduced to 4.4671 mills (\$4.4671 per \$1,000 of taxable value) by the required millage rollbacks, be renewed at and increased up to the original voted 4.5 mills (\$4.50 per \$1,000 of taxable value) and levied for 8 years, 2018 through 2025 inclusive, with revenues from this millage to be used by Pennfield Charter Township for purposes of police and fire protection, raising an estimated \$960,971 in the first year the millage is levied.

[] Yes

[] No

Moved by: Trustee Herbstreith

Supported by: Trustee Skelding

Supervisor Morgan – Yes

Trustee Damerow – Excused

Clerk Case – Yes

Trustee Goodman – Yes

Treasurer Jackson – Yes

Trustee Herbstreith – Yes

Trustee Skelding – Yes

Vote shows 6 yes, -0- no and 1 excused. **Resolution 18-37 is adopted.**

5. Adoption of Pennfield Charter Township Resolution 18-38

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 18-38
(a Resolution amending the Pennfield Charter Township fee schedule
effective July 1, 2018)**

WHEREAS, the Pennfield Charter Township Board amends the township's fee schedule effective on July 1, 2018 as follows:

See attached schedule

Moved by: Trustee Herbstreith

Supported by: Trustee Skelding

Supervisor Morgan – Yes

Trustee Damerow – Excused

Clerk Case – Yes

Trustee Goodman – Yes

Treasurer Jackson – Yes

Trustee Herbstreith – Yes

Trustee Skelding – Yes

Vote shows 6 yes, -0- no and 1 excused. **Resolution 18-38 is adopted.**

MONTHLY TREASURER'S REPORT

March, 2018 monthly report shows the following balances:

General Fund	\$1,363,636.73
Road Bond	\$6,118.65
Metro Act – Maint.	\$0.00
Parks	\$5,369.62
Public Safety	\$350.19
Sewer	\$1,048,919.03
Water	\$1,273,399.47
Trust & Agency	\$42,451.00
Tax Collection	\$2.67
Weed Control	(\$1,318.80)
TOTAL:	\$3,738,928.56

It was moved by Trustee Herbstreith and supported by Trustee Skelding to approve the Treasurer's monthly report. **Motion carried.**

PAYMENT OF MONTHLY BILLS

It was moved by Trustee Herbstreith and supported by Trustee Skelding to approve the payment of the monthly bills in the amount of \$139,488.32. **Motion carried.**

EXTENDED PUBLIC COMMENTS

A resident had questions regarding the Readiness to Serve charges on water bills.

BOARD MEMBER COMMENTS

None

ANNOUNCEMENTS BY THE CHAIRPERSON

The next regularly scheduled Township Board Meeting will be Tuesday, May 8, 2018. The next monthly recycling weekend will be April 28th and 29th. Armed Forces Appreciation Day will be May 19, 2018 at Pennfield Middle School which is sponsored by the Air National Guard.

It was moved by Trustee Herbstreith and supported by Trustee Skelding to adjourn the meeting at 6:34 PM. **Motion carried.**

David P. Morgan – Supervisor

Kathleen R. Case – Clerk

ADDENDUM A – DEPARTMENT REPORTS

UTILITIES

The stats for March, 2018 are as follows: 1,200 meter reads, 5 corrective work orders and 20 Miss Digs.

CODE ENFORCEMENT

1. Conducted property inspections for new complaints and follow up inspections of previous complaints.
2. Received 21 new complaints: 2 front yard parking, 5 inoperable vehicles, 14 junk/trash.

ASSESSOR

1. All Homestead forms, Property Transfer Affidavits & Deeds are current. There were 11 transfers of property for the month; 8 were regular sales and 3 were foreclosure related.
2. Prepared work papers for March Board of Review members.
3. Filed final assessment roll & reports with County Equalization.
4. Mailed MBOR decisions for all appeals.
5. Miscellaneous phone & in person inquiries about assessments & descriptions.

CEMETERY

Burials – 2	\$900.00
Foundations – 2	\$400.00
TOTAL:	\$1,300.00

PERMITS

Building – 7	\$1,632.84
Electrical – 3	\$454.00
Mechanical – 7	\$1,307.00
Plumbing – 4	\$450.00
Zoning – 3	\$210.00
TOTAL:	\$4,053.84

RESOLUTION 18-35

Pennfield Township Water & Sewer Rates for 2018-2019

Water Consumption Rate \$3.89 (Twp \$2.11 - City \$1.78)

Sewer Consumption Rate \$2.88 (Twp \$.49 - City \$2.39)

Sewer Flat Rate \$46.26 (Un-metered and based on 1,000 cubic feet consumption \$28.80 plus \$17.46 RTS)

Meter Size	City Sewer Readiness to Serve	Township Sewer Readiness to Serve	Total Sewer Readiness to Serve	Water Readiness to Serve
5/8"	\$7.77	\$9.69	\$17.46	\$11.09
3/4"	\$11.66	\$5.80	\$17.46	\$11.09
1"	\$19.43	\$24.21	\$43.64	\$27.71
1 1/2"	\$38.85	\$48.43	\$87.28	\$55.40
2"	\$62.16	\$77.47	\$139.63	\$88.65
3"	\$116.55	\$145.26	\$261.81	\$166.22
4"	\$194.25	\$242.08	\$436.33	\$277.02
6"	\$388.50	\$484.13	\$872.63	\$554.02
8"	\$621.60	\$774.60	\$1,396.20	\$886.43
10"	\$893.55	\$1,113.49	\$2,007.04	\$1,274.23

1. Township pays City for sewer consumption and readiness to serve for approximately 1,834 accounts.
2. Township pays City for water consumption for approximately 317 accounts.

RESOLUTION 18-38

FEE SCHEDULE- EFFECTIVE JULY 1, 2018

WATER

System Development charge for the following water meter sizes:

5/8 inch meter	\$1,320.00
3/4 inch meter	\$1,980.00
1 inch meter	\$3,300.00
1 1/2 inch meter	\$6,600.00
2 inch meter	\$10,560.00
3 inch meter	\$19,800.00
4 inch meter	\$33,000.00
6 inch meter	\$66,000.00
8 inch meter	\$105,600.00
10 inch meter	\$151,800.00

Consumption rate for water per 100 cubic feet \$3.89

Monthly readiness to serve rate for 5/8 inch & 3/4 inch meters \$11.09

Monthly readiness to serve rate for the following meter sizes:

1 inch meter	\$27.71
1 1/2 inch meter	\$55.40
2 inch meter	\$88.65
3 inch meter	\$166.22
4 inch meter	\$277.02
6 inch meter	\$554.02
8 inch meter	\$886.43
10 inch meter	\$1,274.23

Renter Deposit for Residential & Commercial water account \$75.00

Penalty for delinquent amount owed on water account \$10%
(no penalty for seniors age 62 & over)

Water turn on (service shut off for non-pay) during business hours \$50.00
(payment must be made no later than 1 hour prior to close)

Water turn on after business hours \$75.00

A residential payment plan for the System Development Charge may be available.
Please contact the Township Treasurer for payment options.

SEWER

System Development charge for the following sewer meter sizes:

5/8 inch meter	\$1,450.00
3/4 inch meter	\$2,175.00
1 inch meter	\$3,625.00
1 1/2 inch meter	\$7,250.00
2 inch meter	\$11,600.00
3 inch meter	\$21,750.00
4 inch meter	\$36,250.00
6 inch meter	\$72,500.00
8 inch meter	\$116,000.00
10 inch meter	\$166,750.00

Consumption rate for sewer per 100 cubic feet \$2.88

Monthly readiness to serve rate for 5/8 inch & 3/4 inch meters \$17.46

Monthly readiness to serve rate for the following sewer meter sizes:

1 inch meter	\$43.64
1 1/2 inch meter	\$87.28
2 inch meter	\$139.63
3 inch meter	\$261.81
4 inch meter	\$436.33
6 inch meter	\$872.63
8 inch meter	\$1,396.20
10 inch meter	\$2,007.04

Monthly flat rate for un-metered sewer accounts \$46.26

Renter deposit for residential & commercial sewer accounts \$75.00

Penalty for delinquent amount owed on sewer account 10%
(no penalty for seniors age 62 & over)

A residential payment plan for the system development charge may be available.
Please contact the Township Treasurer for payment options.

FIRE HYDRANT USE

Annual permit to use fire hydrant \$50.00

Consumption rate for water per 100 cubic feet \$3.89

Readiness to serve rate for water per day \$0.37

MISCELLANEOUS FEES

Address Signs	
Sign only	\$15.00
Sign only for seniors age 62 & over	\$12.00
Copies or computer printouts per page	\$0.50
Freedom of Information request (FOIA)	
Copy rate per page	\$0.50
Postage rate	Current rate by USPS
Clerical/labor charge	based on hourly wage
Going out of Business License	\$50.00
Notary Public charge per page for non-residents (no charge for residents)	\$1.00
Peddlers/Solicitors permit (per person, per year)	\$25.00
Return checks for non-sufficient funds	\$30.00
Voter & Homeowner lists:	
Per name	\$0.01
Per label	\$0.03

PERMIT FEES

Fence permit	\$70.00
Zoning permit	\$70.00
Special Land Use Permit	\$375.00
Zoning Ordinance Variance	\$295.00
Proposed Amendment to Zoning Ordinance	\$375.00
Re-Zoning Request	\$375.00
Mobile Housing – temporary	\$350.00
Interpretation of Zoning Ordinance	\$295.00

NEW PLATS/SITE CONDOMINIUM SUBDIVISIONS

Pre-Preliminary	No charge
Preliminary Plat plus \$5.00 per lot	\$250.00
Preliminary Site Condominium plus \$5.00 per lot	\$250.00
Final Plat plus \$5.00 per lot	\$250.00
Site Condominium plus \$5.00 per lot	\$250.00
Land Division/Property splits plus \$25.00 per parcel	\$100.00
Private Road	\$275.00
Site Plan Review plus cost of engineering review fees listed on permit	\$350.00

BUILDING/ELECTRICAL/MECHANICAL/PLUMBING/ SIGN PERMITS

BUILDING/ELECTRICAL/MECHANICAL/PLUMBING/ SIGN PERMITS

Please contact the Pennfield Township Permit Department for application & fee information.

HICKS CEMETERY

GRAVE PURCHASE

Full/Adult - Resident	\$500.00
Full/Adult – Non-Resident	\$650.00
Half/Baby	\$250.00

OPEN/CLOSE FOR FULL GRAVE BURIAL

Weekdays before 3:00	\$550.00
Weekdays after 3:00	\$600.00
Saturday	\$750.00
Sunday	\$850.00

OPEN/CLOSE FOR HALF (BABY) BURIAL

Weekdays before 3:00	\$200.00
Weekdays after 3:00	\$250.00
Saturday	\$350.00
Sunday	\$450.00

OPEN/CLOSE FOR CREMATION/ASHES

Weekdays before 3:00	\$350.00
Weekdays after 3:00	\$450.00
Saturday	\$500.00
Sunday	\$600.00

FOUNDATIONS

Single grave (45" x 20")	\$200.00
Double grave (90" x 20")	\$300.00
Triple grave (135" x 20")	\$400.00
Foundation removal	\$100.00

DEED TRANSFERS \$30.00

REMOVALS same as opening/closing charges

LOT BUY BACK 50% of original cost or \$50.00,
whichever is greater