

PENNFIELD CHARTER TOWNSHIP BOARD AGENDA

February 13, 2018

6:00pm - Township Board Meeting

The Township Board welcomes Public Comments. Anyone wishing to address the Township Board should only do so once recognized by the Township Supervisor and under the rules as previously established by the Pennfield Township Board on May 9, 2017. Comments shall be limited to three minutes.

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENTS (agenda items only)

5. ADDITIONS/DELETIONS TO THE AGENDA

6. APPROVAL OF THE CONSENT AGENDA:

- a) Meeting Minutes of January 9, 2018, January 30, 2018
- b) Utilities Division Monthly Report
- c) Code Compliance Monthly Report
- d) Permits Department Monthly Report
- e) Assessors Department Monthly Report
- f) Cemetery Department Monthly Report
- g) Life Care Report
- h) Zoning Report

7. DEPARTMENT REPORTS:

- a) Police Department Monthly Report
- b) Fire Department Monthly Report

8. UNFINISHED BUSINESS:

- a) Discussion on the effects and possible amending or elimination of Pennfield Charter Township Ordinance NO. 207-06-16 (Registration and Certification of Rental Dwellings).

9. NEW BUSINESS:

- a) **Adoption of Pennfield Charter Township Resolution 18-07
(a Resolution to appoint Larry Skelding, Tammi Damerow, and
Clerk Kathy Case to the 2018 Election Commission) - RC**

10. TREASURER'S MONTHLY REPORT

11. PAYMENT OF THE MONTHLY BILLS

12. EXTENDED PUBLIC COMMENTS (up to 3 minutes)

13. TOWNSHIP BOARD MEMBER COMMENTS

14. ANNOUNCEMENTS BY THE CHAIR

15. ADJOURNMENT

**The next regularly scheduled Township Board
meeting will be:**

Tuesday, March 13, 2018

The next monthly recycling weekend:

February 24th & 25th

**PENNFIELD CHARTER TOWNSHIP
REGULAR MEETING MINUTES
JANUARY 9, 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, Trustees Damerow, Goodman, Herbstreith & Skelding. There were 6 people present.

CITIZEN/PUBLIC COMMENTS

State Representative Dr. Bizon was present to give an update.

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 December 12, 2017
2. Utility 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: 197 traffic citations, 175 verbal warnings, 26 traffic crashes, 72 arrests, 54 self generated complaints, 281 dispatched complaints and 2,009 property inspections.

FIRE: Chief Smith was present and gave the monthly. The stats are as follows: 6 fires, 55 rescue & medical emergencies, 9 hazardous conditions, 4 service calls, 3 good intent calls and 3 false alarms.

UNFINISHED BUSINESS

1. Rental Ordinance #207-06-16

NEW BUSINESS

1. Adoption of Pennfield Charter Township Resolution 18-01

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 18-01
(a Resolution amending the PERMITS/INSPECTIONS budget for
Fiscal Year 2017-18)**

BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the following budget amendment for Fiscal Year 2017-18:

	Debit	Credit
1. Amend revenues to add/amend line item		
249-000.000-613.000, Electrical Permits		\$1,600.00
249-000.000-616.000, Building Registration		\$50.00
249-000.000-619.000, Electrical License		\$5.00
249-000.000-620.000, Mechanical Registration		\$155.00
249-000.000-621.000, Plumbing Registration		\$65.00
249-000.000-664.000, Interest		\$30.00
249-000.000-671.000, F.B. Carryover		\$5,275.00
2. Amend expenses to add/increase/decrease line item		
249-371.000-702.000, Salaries	\$2,600.00	
249-371.000-702.001, Mechanical Inspector Wage	\$3,000.00	
249-371.000-702.002, Building Inspector Wage	\$6,000.00	
249-371.000-702.003, Electrical Inspector Wage	\$2,000.00	
249-371.000-702.004, Plumbing Inspector Wage	\$1,800.00	
249-371.000-715.000, Social Security	\$155.00	
249-371.000-716.000, Employee Insurance	\$540.00	
249-371.000-775.000, Repair/Maint. - Building	\$140.00	
249-371.000-802.000, Legal		\$1,500.00
249-371.000-874.000, Retirement	\$210.00	
249-371.000-890.000, Contingency Fund		\$7,765.00
TOTALS:	\$16,445.00	\$16,445.00

Moved by: Trustee Herbstreith

Supported by: Trustee Skelding

Supervisor Morgan – Yes
Clerk Case – Yes
Treasurer Jackson – Yes

Trustee Damerow – Yes
Trustee Goodman – Yes
Trustee Herbstreith – Yes
Trustee Skelding – Yes

Vote shows 7 yes, -0- no. **Resolution 18-01 is adopted.**

2. Adoption of Pennfield Charter Township Resolution 18-02

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 18-02
(a Resolution amending the SEWER budget for Fiscal Year 2017-18)**

BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the following budget amendment for Fiscal Year 2017-18:

	Debit	Credit
1. Amend revenues to add/amend line item		
590-000.000-664.000, Interest		\$2800.00
590-000.000-664.002, Workers Comp Dividend/Refund		\$73.00
2. Amend expenses to add/increase/decrease line item		
590-000.000-775.000, Repair/Maintenance-Building	\$575.00	
590-000.000-805.000, Professional Services	\$1335.00	
590-000.000-890.000, Contingency Fund		\$3667.00
590-000.000-910.000, Insurance/Bonds	\$1230.00	
590-000.000-977.000, Capital Outlay-Equipment	\$3400.00	
TOTALS:	\$6,540.00	\$6,540.00

Moved by: Trustee Herbstreith

Supported by: Trustee Skelding

Supervisor Morgan – Yes
Clerk Case – Yes
Treasurer Jackson – Yes

Trustee Damerow – Yes
Trustee Goodman – Yes
Trustee Herbstreith – Yes
Trustee Skelding – Yes

Vote shows 7 yes, -0- no. **Resolution 18-02 is adopted.**

3. Adoption of Pennfield Charter Township Resolution 18-03

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 18-03
(a Resolution amending the WATER budget for Fiscal Year 2017-18)**

BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the following budget amendment for Fiscal Year 2017-18:

	Debit	Credit
1. Amend revenues to add/amend line item		
591-000.000-457.000, Permits		\$50.00
591-000.000-606.000, PA425 Share		\$3250.00
591-000.000-615.000, Tap Fees		\$440.00
591-000.000-664.000, Interest		\$4770.00
591-000.000-694.000, Miscellaneous Income		\$295.00
2. Amend expenses to add/increase/decrease line item		
591-000.000-737.000, Chemical Treatment	\$85.00	
591-000.000-805.000, Professional Services	\$1330.00	
591-000.000-861.000, Mileage	\$16.00	
591-000.000-890.000, Contingency Fund		\$22,511.00
591-000.000-902.000, Advertising	\$45.00	
591-000.000-910.000, Insurance/Bonds	\$640.00	
591-000.000-936.000, R&M Distribution System	\$29,200.00	
TOTALS:	\$31,316.00	\$31,316.00

Moved by: Trustee Herbstreith

Supported by: Trustee Skelding

Supervisor Morgan – Yes

Trustee Damerow – Yes

Clerk Case – Yes

Trustee Goodman – Yes

Treasurer Jackson – Yes

Trustee Herbstreith – Yes

Trustee Skelding – Yes

Vote shows 7 yes, -0- no. **Resolution 18-03 is adopted.**

4. Adoption of Pennfield Charter Township Resolution 18-04

PENNFIELD CHARTER TOWNSHIP RESOLUTION 18-04 (a Resolution amending the GENERAL FUND budget for Fiscal Year 2017-18)

BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the following budget amendment for Fiscal Year 2017-18:

	Debit	Credit
1. Amend revenues to add/amend line item		
101-000.000-456.000, Conditional Use Permits		\$475.00
101-000.000-458.000, Miscellaneous Permits		\$965.00
101-000.000-627.000, Tax Collection Fee		\$705.00
101-000.000-630.000, Grave Open/Close		\$5,000.00
101-000.000-656.000, Parking Fines		\$20.00
101-000.000-659.000, OWI FEE		\$520.00
101-000.000-662.000, Address Signs		\$115.00
101-000.000-664.000, Interest Earned		\$1,000.00

101-000.000-664.002, Workers Compensation Dividend/Refund		\$453.00
101-000.000-668.000, Rent	\$6,400.00	
101-000.000-671.000, Fund Balance Carryover		\$109,673.00
101-000.000-676.000, Election Reimbursement		\$850.00
101-000.000-680.000, Insurance Claims		\$1,260.00
101-000.000-681.000, Reimbursements		\$921.00
101-000.000-693.000, Community Enrichment		\$130.00
101-000.000-694.004, Property Demolition		\$700.00

2. Amend expenses to add/increase/decrease line item

TOWNBOARD-

101-101.000-910.000, Insurance/Bonds	\$1,160.00	
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ELECTIONS-

101-191.000-858.000, Voting Equip. Transportation	\$36.00	
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GENERAL OFFICE-

101-249.000-802.000, Legal		\$527.00
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101-249.000-803.000, Accounting Fees	\$300.00	
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101-249.000-819.000, Conference/Education	\$227.00	
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BUILDING & GROUNDS-

101-265.000-775.000, Repair/Maint. - Building	\$7000.00	
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101-265.000-776.000, Repair/Maint. - Vehicle	\$400.00	
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101-265.000-806.000, Janitorial Fee	\$350.00	
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101-265.000-821.000, Residential Maintenance Fee		\$4,695.00
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101-265.000-921.000, Heat	\$211.00	
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101-265.000-922.000, Electricity	\$211.00	
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101-265.000-924.000, Sewer/Water Billing	\$202.00	
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CEMETERY-

101-276.000-727.000, Office Supplies	\$5.00	
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101-276.000-910.000, Insurance/Bonds	\$330.00	
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101-276.000-958.000, Cemetery Plot Buy Back	\$450.00	
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FIRE-

101-336.000-716.000, Employee Insurance	\$3,130.00	
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101-336.000-740.000, Operating Supplies	\$900.00	
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101-336.000-777.000, Repair/Maint. - Equipment	\$900.00	
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101-336.000-816.000, Fire Prevention		\$110.00
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101-336.000-818.000, Part-time Education	\$1,185.00	
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101-336.000-850.000, Communications	\$1,290.00	
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101-336.000-852.000, Dispatch		\$1,620.00
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101-336.000-910.000, Insurance/Bonds	\$7,745.00	
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101-336.000-977.000, Capital Outlay-Equipment	\$100,000.00	
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PLANNING/ZONING-

101-410.000-701.000, Zoning Wage	\$11,425.00	
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101-410.000-715.000, Social Security	\$945.00	
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101-410.000-805.000, Professional Services		\$12,610.00
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101-410.000-850.000, Communications	\$240.00	
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OTHER APPROPRIATIONS-

101-960.000-801.003, Drain St. Marys	\$300.00	
101-960.000-801.006, Debolt Drain	\$38.00	
101-960.000-890.000, Contingency Fund		\$22,848.00
101-960.000-930.000, Road Maintenance	\$6,790.00	
101-960.000-930.001, Sidewalk Maintenance	\$9734.00	
101-960.000-956.000, Miscellaneous Expense	\$3293.00	
TOTALS:	\$165,197.00	\$165,197.00

Moved by: Trustee Herbstreith Supported by: Trustee Skelding

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

Vote shows 7 yes, -0- no. **Resolution 18-04 is adopted.**

5. Adoption of Pennfield Charter Township Resolution 18-05

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 18-05
(a Resolution amending the METRO ACT budget for
Fiscal Year 2017-18)**

BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the following budget amendment for Fiscal Year 2017-18:

	<u>Debit</u>	<u>Credit</u>
1. Amend revenues to add/increase/decrease line item		
217-000.000-462.000, Telecommunications		\$7,080.00
217-000.000-671.000, F.B. Carryover		\$4,091.00
2. Amend expenses to add/increase/decrease line item		
217-000.000-805.000, Professional Fees	\$9,653.00	
217-000.000-861.000, Mileage	\$805.00	
217-000.000-967.000, Projected Expenses	\$713.00	
TOTALS	\$11,171.00	\$11,171.00

Moved by: Trustee Herbstreith Supported by: Trustee Skelding

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

Vote shows 7 yes, -0- no. **Resolution 18-05 is adopted.**

MONTHLY TREASURER'S REPORT

December, 2017 monthly report shows the following balances:

General Fund	\$585,084.26
Road Bond	\$64,774.49
Metro Act – Maint.	\$0.00
Parks	\$5,368.36
Public Safety	\$350.19
Sewer	\$1,065,360.58
Water	\$1,246,871.00
Trust & Agency	\$17,638.28
Tax Collection	\$2,116,392.60
Weed control	(\$12,281.99)
TOTAL:	\$5,089,602.77

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 \$229,653.08. **Motion carried.**

EXTENDED PUBLIC COMMENTS

Two residents had questions on the Metro Act, budget amendments and the Rental Ordinance.

BOARD MEMBER COMMENTS

Trustee Skelding – None

Trustee Goodman – Statement regarding the letter that he wrote to the Board regarding the Rental Ordinance

Clerk Case – None

Treasurer Jackson – None

Trustee Herbstreith – None

Trustee Damerow – Question on odd/Even parking in winter months and single service trash provider

ANNOUNCEMENTS BY THE CHAIRPERSON

The next regularly scheduled Township Board Meeting will be Tuesday, February 13, 2018.
The next monthly recycling weekend will be January 27th & 28th. The Office will be closed on Monday, January 15, 2018 for Martin Luther King, Jr. Day.

It was moved by Trustee Herbstreith and supported by Trustee Skelding to adjourn the meeting at 6:30 PM. **Motion carried.**

David P. Morgan – Supervisor

Kathleen R. Case – Clerk

ADDENDUM A – DEPARTMENT REPORTS

UTILITIES

The stats for December, 2017 are as follows: 1,200 meter reads, 4 corrective work orders and 8 Miss Digs.

CODE ENFORCEMENT

1. Conducted property inspections for new complaints and follow up inspections of previous complaints.
2. Received 8 new complaints: 3 front yard parking, 2 inoperable vehicles, 2 junk/trash and 1 Township Ordinance violation.

ASSESSOR

1. All Homestead forms, Property Transfer Affidavits & Deeds are current. There were 5 Transfers of property for the month; all were regular sales.
2. Visit & document changes due to building permits.
3. Miscellaneous phone & in person inquiries about assessments, splits & descriptions.

CEMETERY

Burials – 5	\$2,650.00
Foundations – 1	\$300.00
Sale of graves – 0	\$0.00
TOTAL:	\$2,950.00

PERMITS

Building – 4	\$1,934.44
Electrical – 7	\$2,972.00
Mechanical – 7	\$852.00
Plumbing – 1	\$161.00
TOTAL:	\$5,919.44

DRAFT

PENNFIELD CHARTER TOWNSHIP SPECIAL BOARD MEETING MINUTES JANUARY 30, 2018

Supervisor Morgan called the meeting to order at 6:05 PM at the Pennfield Township Office. Present were Supervisor Morgan, Clerk Case, Treasurer Jackson, Trustees Damerow, Goodman, Herbstreith & Skelding. There was one person present.

PUBLIC COMMENT

None

ADDITIONS/DELETIONS TO AGENDA

A motion was made by Trustee Herbstreith and supported by Trustee Damerow to accept the Agenda as presented. **Motion carried.**

NEW BUSINESS

1. Discussion took place regarding the purchase of water/sewer meters from Ferguson Waterworks.

A motion was made by Trustee Herbstreith and supported by Trustee Damerow to amend proposed Resolution 18-06 to purchase 800 meters in the amount of \$52,800.00. **Motion carried.**

2. **Adoption of Pennfield Charter Township Resolution 18-06**

PENNFIELD CHARTER TOWNSHIP RESOLUTION #18-06 (a Resolution approving the purchase of 800 Water / Sewer meters from Ferguson Waterworks in the amount of \$52,800)

BE IT RESOLVED, that the township board approves the purchase of 800 Water / Sewer meters from Ferguson Waterworks in the amount of \$52,800.

Moved by: Trustee Herbstreith

Supported by: Trustee Skelding

Supervisor Morgan – Yes

Trustee Damerow – Yes

Clerk Case – Yes

Trustee Goodman – Yes

Treasurer Jackson – Yes

Trustee Herbstreith – Yes

Trustee Skelding – Yes

Vote shows 7 yes, -0- no. **Resolution 18-06 is adopted.**

3. Discussion took place regarding the Recycling program.

It was moved by Trustee Herbstreith and supported by Trustee Damerow to adjourn the meeting at 6:25 PM. **Motion carried.**

David P. Morgan – Supervisor

Kathleen R. Case – Clerk



Pennfield Township Utility Department Monthly Report for January 2017

Water Quality

Our monthly bacterial samples came back negative, for the month.

Customer Service

Description	Totals
Meter reads	1,200 (approx)
Water Usage-Metered (Gallons)	4,166,360
Sewer Usage - Metered (Gallons)	9,417,320
Water and Sewer bills sent out	1,828
Shutoff notices sent out	316
Services off for non-payment	2
Services back on for non-payment	1
Services off for vacant properties	2
Final Reads	3
Corrective work orders (repair/install meters, radio read boxes, repair wires)	11
Changes in ownership/tenancy/name reinstate service	15
Miss Digs	5

Special Interest: We had four services we shut off and reinstated for plumbing issues this month. We had a high consumption complaint because of a running faucet in the bathtub. The city of Battle Creek repaired an eight inch sewer main on the corner of North ave and Morgan.

Sincerely Yours,

Utilities Department

Pennfield Township Code Enforcement Board Report February 2018

Property Address	Complaint Type	Date Filed	Status
20601 Chippewa Trail	Front Yard Parking	1/8/2018	Closed
146 Eaton	Junk/Trash	1/8/2018	Closed
8324 White Rabbit Road	Twp Ordinance	1/7/2018	Notice
480 Arcadia Blvd.	Front Yard Parking	1/10/2018	Notice
480 Arcadia Blvd.	Twp Ordinance	1/10/2018	Closed
1541 Capital Avenue NE	Twp Ordinance	12/7/2017	Closed
46 Maxwell	Inoperable Vehicle	1/24/2018	Notice
230 Hopkins	Junk/Trash	1/24/2018	Closed

Complaint Category			
Front Yard Parking	2		
Grass	0		
Inoperable Vehicles	1		
Junk / Trash	2		
Township Ordinances	3	Fire Damaged Structure, Vehicle Sales, Travel Trailer Dwelling	
Total Complaints	8		

Monthly Permit List

02/01/18

Building

PB17-056	01/02/2018	WOOD TIMOTHY A & TRACY	8190 PENNFIELD RD		Shed	\$1,300	170.00
PB18-001	01/04/2018	WILSON RICHARD & JOYCE	245 BORDEN DRIVE		Roof	\$10,800	100.00
PB18-002	01/23/2018	LEARNING ZONE PRESCHOOL	19615 CAPITAL AVE NE		Commercial, Alter/Repa	\$500	160.00
PB18-003	01/23/2018	LOTTER STEPHEN MARK & LA	215 INDIAN RD		Alter/Repair	\$19,470	100.00
PB18-004	01/23/2018	CASTERLINE MATTHEW R	18400 11 MILE RD		Alter/Repair	\$28,417	100.00
PB18-005	01/29/2018	WILCOX DENNIS S & SHAWN	18257 11 MILE RD		Roof	\$10,999	100.00

Permit Total: 6

Fee Total: 730.00

Electrical

PE18-001	01/08/2018	REIGEL, GARY & JULIE	21785 PINE LAKE RD		1&2 Family Dwelling	\$0	502.00
PE18-002	01/10/2018	TIA CORPORATION	22072 PINE LAKE RD		1&2 Family Dwelling	\$0	100.00
PE18-003	01/22/2018	LAKE JEFF	243 ARCADIA BLVD		Alter/Repair	\$0	100.00
PE18-004	01/23/2018	CASTERLINE MATTHEW R	18400 11 MILE RD		Alter/Repair	\$0	155.00
PE18-005	01/23/2018	LOTTER STEPHEN MARK & LA	215 INDIAN RD		Alter/Repair	\$0	155.00
PE18-006	01/29/2018	HEITZ DARRELL R	126 NORAVE DRIVE		Alter/Repair	\$0	174.00

Permit Total: 6

Fee Total: 1,186.00

Mechanical

PM18-001	01/02/2018	BRUMMELS AARON J	11645 W DR NORTH		Addition	\$0	313.00
PM18-002	01/03/2018	SCHWARTZ THOMAS & LEANE	18501 11 MILE RD		1&2 Family Dwelling	\$0	121.00
PM18-003	01/04/2018	SMITH KIMBERLY K	479 ALTON		Alter/Repair	\$0	100.00
PM18-004	01/04/2018	CARY DEBORAH S	18695 PANTHER RIDGE ROAD		Alter/Repair	\$0	100.00
PM18-005	01/08/2018	TWINS REAL ESTATE HIDDEN	612 GARRISON RD 27JUNT		Alter/Repair	\$0	100.00
PM18-006	01/17/2018	FIGUEROA PATRICIA	130 SHARON		Alter/Repair	\$0	158.00

Monthly Permit List

02/01/18

PM18-007	01/08/2018	LEARNING ZONE PRESCHOOL	19615 CAPITAL AVE NE	CTI	Commercial, Alter/Repa	\$0	100.00
PM18-008	01/08/2018	VALS DEAN ROMAN	402 ARCADIA BLVD	BEL-AIRE	Alter/Repair	\$0	114.00
PM18-009	01/09/2018	SCHWARTZ THOMAS & LEANE	18501 11 MILE RD	BILL COHOON	1&2 Family Dwelling	\$0	252.00
PM18-010	01/10/2018	HUNTER TED & TERRY	123 CARRIAGE HILL DRIVE	SIMS ELECTRIC	Alter/Repair	\$0	100.00
PM18-011	01/11/2018	STRAND NILS K	215 DOGWOOD TRAIL	CROOKS PLUMBING & HTG	Alter/Repair	\$0	100.00
PM18-012	01/11/2018	STEINBERG MARLENE	8036 SWIFT RD 8040	ADVANTAGE HEATING & COOLING	Alter/Repair	\$0	100.00
PM18-013	01/16/2018	GARDNER CHARLES & COLLE	200 MILTON	HODGSON HEATING & COOLING	Alter/Repair	\$0	100.00
PM18-014	01/16/2018	MORRIS CHAD E & ALISHA A	133 BRDARS FARM LANE	CTI	Alter/Repair	\$0	100.00
PM18-015	01/22/2018	MITCHELL TIMOTHY	112 BUCKINGHAM LANE	KIDDER HEATING & A/C INC	Alter/Repair	\$0	100.00
PM18-016	01/29/2018	PARKER THERESA	58 HARRIET LANE	HODGSON HEATING & COOLING	Alter/Repair	\$0	100.00
PM18-017	01/29/2018	HETZ DARRELL R	126 NORAVE DRIVE	SIMS HEATING & COOLING	Alter/Repair	\$0	100.00
PM18-018	01/30/2018	SLAWSON GARY L & KATHLEE	110 HOPKINS	CLM HEATING & A/C	Garage	\$0	193.00

Permit Total: 18

Fee Total: 2,351.00

Plumbing

PP18-001	01/02/2018	BRUMMELS AARON J	11645 W DR NORTH		Addition	\$0	172.00
PP18-002	01/08/2018	WHICKER JENIFER	20640 CARPENTER DRIVE	WILBUR'S PLBG MAINTENANCE	Alter/Repair	\$0	100.00
PP18-003	01/08/2018	SINGH SATNAM	890 NORTH AVE	CASE PLUMBING	Commercial, Alter/Repa	\$0	100.00

Permit Total: 3

Fee Total: 372.00

Permit Total: 33

Total Fees: 4,639.00



Pennfield Charter Township

20260 Capital Avenue NE, Battle Creek, MI 49017

Phone (269) 968-8549 • Fax (269) 968-2021 • www.pennfieldtwp.com

"A great place to live - A great place to grow"

To: Dave Morgan Supervisor

From: Daniel Brunner, Assessor

Re: January Status Report

Date: 2/08/2018

- * Processed 10 transfers of property all Arms-Length Sales
- * All Deeds, homestead & Transfer affidavits are current
- * Prepared sales analysis for 2017 valuations
- * Prepared assessments in compliance with County Studies
- * Miscellaneous phone & in person inquiries about assessments & descriptions

PENNFIELD CHARTER

PROPERTY TRANSFERS 1/01/2018 THRU 1/31/2018

02/08/2018

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PROPERTY ADDRESS	HOUSE STYLE	SIZE	ACREAGE	CLASS	SALE PRICE	SEV	TYPE OF SALE	SALE DATE
					\$	\$		
9564 BELLEVUE RD 13-18-027-823-00	1 1/4 STORY	1,180 sq ft	19.00	401	125,000	51,430	ARMS-LENGTH BOLTON EDWARD L, JR	01/08/2018
							BABBITT CHARLES E	
704 CHARLEMAGNE 13-18-570-056-03	2 STORY	1,373 sq ft	0.00	401	87,500	31,230	ARMS-LENGTH LUCAS RANDALL K & SHERRIA CHERRY	01/08/2018
							MILLER SCOTT G & MICHELE R	
120 CLAYTON 13-18-634-013-00	RANCH	1,684 sq ft	0.40	401	79,000	40,830	ARMS-LENGTH LAROMA TONYA	01/05/2018
							EBERHARD VANCE A III	
26 EATON 13-18-300-162-00	1 STORY	1,485 sq ft	0.35	401	0	32,960	ARMS-LENGTH MCNEES HEATHER	01/19/2018
							ELLIOTT PAMALA M & JEANETTE	
9585 HUNTINGTON RD 13-18-112-018-00	BL-LEVEL	1,733 sq ft	0.67	401	140,000	72,610	ARMS-LENGTH WHITCOMB JASONE	01/05/2018
							LAROMA TONYA	
119 NORAVE DRIVE 13-18-820-046-00	RANCH	1,734 sq ft	0.41	401	127,000	49,930	ARMS-LENGTH CHARLES ARELDINE G	01/19/2018
							CHARLES DENNIS W & KATHRYN A TRUS	
298 PENNBROOK TRAIL 13-18-984-083-00	RANCH	1,400 sq ft	0.29	401	127,500	50,880	ARMS-LENGTH Troxel Marilyn J	01/05/2018
							WHR GROUP, INC	
65 RONDALE LANE 13-18-550-019-00	RANCH	1,456 sq ft	0.25	401	151,000	66,550	ARMS-LENGTH MELLO JEFFERY S	01/19/2018
							HUDSON DOUGLAS W	
117 VIKING COURT 13-18-882-063-00	1 STORY	875 sq ft	0.16	401	60,000	30,090	ARMS-LENGTH GREGORIE ERIC L	01/12/2018
							CHANDLER LISA	
115 WANONDOGER CIRCLE 13-18-983-068-00	2 STORY	1,602 sq ft	0.16	401	90,000	60,550	ARMS-LENGTH MINER BRAD & LORI	01/24/2018
							BEAL JOANN TRUST	

HERIFF FORECLOSURE: Initial foreclosure of property

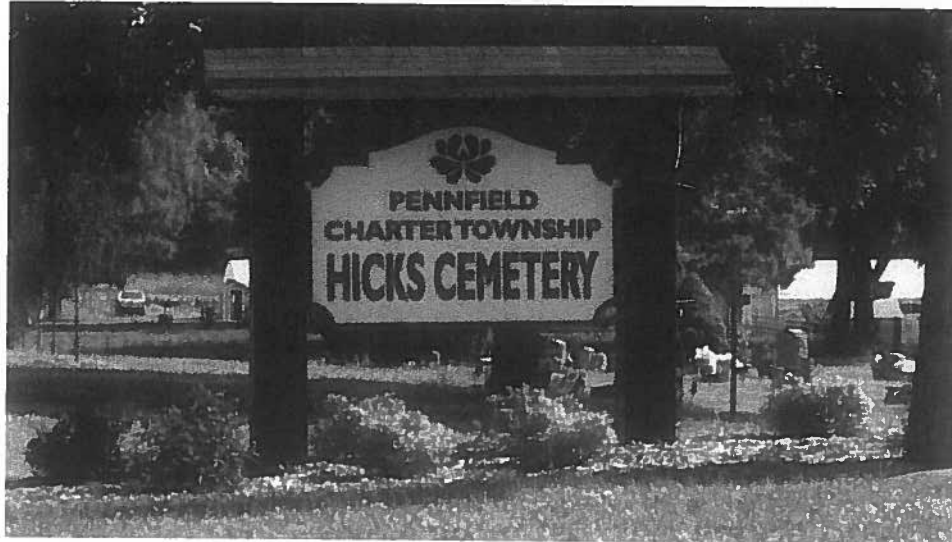
FORECLOSURE JUDGMENT: County owns for back taxes

FORECLOSURE RESALE: Sale by bank to individual

FORECLOSURE TRANSFER: Transfer from bank to bank

MONTHLY CEMETERY REPORT

JANUARY, 2018



Burials – 3	\$1,550.00
Sale of grave – 1	\$500.00
Foundations – 0	\$0.00
TOTAL	\$2,050.00

Submitted by:

Kathy Case
Clerk

Pennfield Township - LifeCare Ambulance Response Times

Priority 1 - Lights & Siren response

Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18
59					
6					
89.8%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

6 month reporting period
Jan -Jun YTD

59
6
89.8%

Priority 3 - Immediate response

Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18
61					
4					
93.3%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

6 month reporting period
Jan -Jun YTD

61
4
93.4%



Pennfield Charter Township

20260 Capital Avenue NE, Battle Creek, MI 49017

Phone (269) 968-8549 • Fax (269) 968-2021 • www.pennfieldtwp.com

"A great place to live - A great place to grow"

01/31/18

To: Township Board Members

From: Brandi DeShon

RE: Zoning Monthly Report for January 2018

Zoning Report:

Calls Received and Made Regarding Zoning Issues.

We did not have a Planning Commission meeting in January, there was nothing to discuss. Coming soon will be a Special Land Use for Fogg Motors, as he will be changing his location. Talbott Motor Sales will be asking for more vehicles when he comes back for another Special Land Use.

ZBA met on January 16, 2018 for James and Michele Croyle whose address is 11498 Lynch Rd. The request was for parking in the front yard and not paving the parking area. The variance was not approved with all members voting yes.

Sincerely,

Brandi DeShon



Office of the Sheriff
Calhoun County, Michigan
Pennfield Township Report

Monthly Stats for Pennfield Township: January 2018

	<u>Current</u> <u>Month</u>	<u>Yearly</u> <u>Totals</u>	<u>2017</u> <u>Same Month</u>
Traffic citations	186	186	149
Verbal warnings	183	183	146
Traffic crashes	21	21	24
Arrests	57	57	88
Self generated comp.	45	45	64
Dispatched comp.	179	179	202
Property inspections	1311	1311	1414

Calls Handled by Type:

Non-aggravated Assault – 4
Stalking – 2
Burglary – 1
Larceny – 5
Forgery – 1
Fraud – 2
Damage to Property – 1
Retail Fraud Theft – 2
Obstructing Justice – 4
Suicide – 1
DWLS – 2
Accidental Shooting – 1
AOA Law Enforcement – 1
Registration Law Violations – 1
Informational – 6
No Operators License – 1
Natural Death Investigation – 1



Office of the Sheriff
Calhoun County, Michigan
Pennfield Township Report

The Calhoun County Office of the Sheriff Pennfield Team responded to 179 calls for service in the month of January and had 45 patrol generated complaints. Deputies wrote 186 citations for the month. The Pennfield Team made 0 Operating While Intoxicated arrest and investigated 3 drug related incidents.

Deputies were dispatched to the 600 block of Garrison Road for a PPO Violation. The Offender had called the protected party multiple times. While searching the area, a deputy found the violator outside of the victim's residence. He was arrested and lodged at the jail for the PPO Violation.

Deputies were dispatched to the 20000 block of M66 for an overdose in which a female took too many anti-depressants while drinking alcohol. She was voluntarily transported to the hospital by Lifecare.

A deputy made a traffic stop on a vehicle in which two subjects in the vehicle had warrants for their arrest. When they arrived at the jail, one of the subjects appeared to be under the influence of opiates. His condition worsened and he was transported to the hospital for treatment.

Deputies were dispatched to Family Fare where a female was attempting to shoplift pizza rolls and butter. When confronted by store security, she attempted to leave but struck a vehicle with hers in the parking lot. She then walked away from the scene and was not located. The deputies know who she is and a warrant was sent to the prosecutor's office for review.

Deputies were dispatched to the 1000 block of North Avenue for a suicidal subject. The subject advised dispatch that he could no longer live with his health issues and was holding a shotgun. He then hung up on the dispatcher. Upon arrival, deputies located the man outside; however, he had already shot himself and was deceased. It was learned from the family that the man had been depressed and suicidal for a long time.

Deputies were dispatched to Limewood Apartments for an attempted suicide. Upon arrival it was discovered that the subject attempted to hang himself. He was found in his room curled up in a ball breathing but not responsive. He had marks on his neck. He was transported to the hospital for treatment. The subject is 15 years of age and had a falling out with his girlfriend.

Deputies were dispatched to the 8000 block of Bellevue Road for an overdose. The female was discovered by her boyfriend and was unresponsive. A deputy administered Narcan which revived her. The female stated that she did not take anything, however, signs of heroin use were observed. She was transported to the hospital for treatment.

Deputies were dispatched to the 200 block of Sharon Avenue for a ten year old boy who did not want to go to bed.

Deputies were dispatched to the Michigan Motel for a male who was out of control. Upon arrival, deputies made contact with the male who was clearly under the influence of a controlled substance. He was detained and transported to the hospital for treatment. His girlfriend, whom had called the police, had a warrant for her arrest and was transported to the jail.

The Calhoun County Animal Shelter rents a storage shed in Pennfield Township. The storage shed was broken into and approximately \$3000 worth of dog food was stolen. A deputy learned that a former employee was terminated for embezzlement and through his investigation; he was able to recover half the dog food from the subject's residence. A warrant was sent to the Prosecutor's Office for review.

Deputies were dispatched to the 1400 block of Capital Avenue for a suicidal subject. Upon arrival, deputies discovered that an 80 year old man had taken a bunch of pills and wanted to die. He was transported to the hospital for treatment.

Deputies were dispatched to the 600 block of Roosevelt for a suicidal teenager. Upon arrival, deputies made contact with a 16 year old female who had assaulted her mother and stated she was suicidal. Per the mother's request, the female was taken into custody and transported to the hospital for treatment.

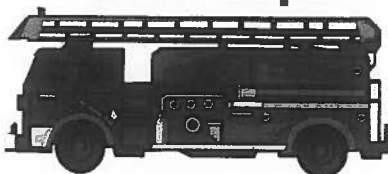
Deputies were dispatched to Family Fare for a subject who was inside the business begging for money. The subject was barred from Family Fare and transported to the mission.

Deputies were dispatched to the Baily Park Apartments for a double shooting. Upon arrival it was learned that a 22 year old man was cleaning his handgun. As he was putting it into his holster, the gun went off shooting himself. The bullet travelled through his thigh, through his girlfriend's thigh, through her calf, and lodged into her other foot. The shooting was determined to be accidental, however, a warrant was sent to the Prosecutor's Office for review on the charge of "Reckless Discharge of a Firearm in a Dwelling." The shooter's handgun was seized as evidence. Both subjects should make a full recovery.

****Scam**** The Sheriff's Office was made aware of a fraud complaint. The complainant advised they were contacted by telephone and advised of a ticket from a traffic camera. The scammer asked the complainant to meet a deputy at the Sheriff's Office in Marshall with cash to pay for the ticket. The Sheriff's Office reminds you that we will never conduct business in this manner. If you receive a call such as this, hang up and call your local law enforcement agency to report it.

Lt. Wiersma

▫Pennfield Charter Township Fire Department
Jan. 2018
Board Report



Safety:

1. Monthly safety station inspections, Monthly employee safety meetings.
2. Documented inspection of all equipment, within 24 hours of usage at an emergency, is being filed daily.
3. Weekly reviews of SCBAs are being filed weekly and after each alarm.
4. Weekly review of all rigs and equipment.

Training:

One Sunday Department drill was held this month for all Firefighters

Apparatus:

N/A

Equipment:

N/A

Station Maintenance:

N/A

Personal

We had 2 firefighters leave. Would like to have permission to hire up to 5 new Firefighters.

Public Education / Public Relations:

N/A

Call Activity:

1. The fire department answered 85 calls this month. The following report details each incident type for the month.
2. The total alarms responded to by the fire department for 2017 = 85 calls

Shift Officers:

Staff Meeting held on two Fridays

Billing:

4 – sent in for the month.

Respectfully,

Tim Smith
Fire Chief

Pennfield Township FD

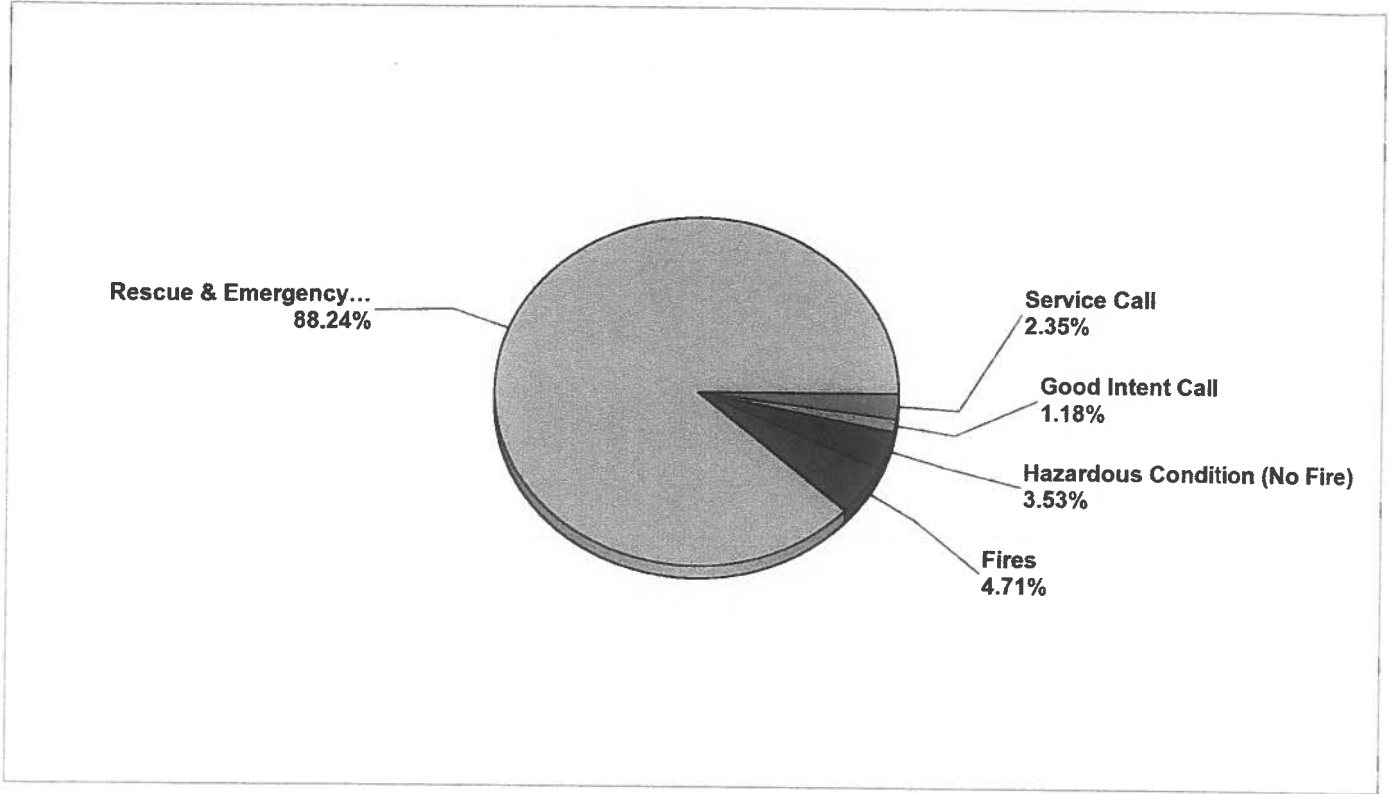
Battle Creek, MI

This report was generated on 2/8/2018 10:25:55 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2018 | End Date: 01/31/2018



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	4.71%
Rescue & Emergency Medical Service	75	88.24%
Hazardous Condition (No Fire)	3	3.53%
Service Call	2	2.35%
Good Intent Call	1	1.18%
TOTAL	85	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	1.18%
113 - Cooking fire, confined to container	2	2.35%
114 - Chimney or flue fire, confined to chimney or flue	1	1.18%
321 - EMS call, excluding vehicle accident with injury	72	84.71%
322 - Motor vehicle accident with injuries	1	1.18%
324 - Motor vehicle accident with no injuries.	2	2.35%
412 - Gas leak (natural gas or LPG)	1	1.18%
460 - Accident, potential accident, other	1	1.18%
463 - Vehicle accident, general cleanup	1	1.18%
553 - Public service	2	2.35%
611 - Dispatched & cancelled en route	1	1.18%
TOTAL INCIDENTS:	85	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.

Pennfield Charter Township

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"A great place to live - A great place to grow"

PENNFIELD CHARTER TOWNSHIP RESOLUTION #18-07

(a Resolution to appoint Larry Skelding, Tammi Damerow, and Clerk Kathy Case to the 2018 Election Commission)

BE IT RESOLVED, that the township board approves the appointment of Larry Skelding, Tammi Damerow, and Clerk Kathy Case to the 2018 Election Commission.

Moved by:

Supervisor Morgan –
Clerk Case –
Treasurer Jackson –

Supported by:

Trustee Damerow –
Trustee Goodman –
Trustee Herbstreith –
Trustee Skelding –

I, Kathleen R. Case, Pennfield Charter Township Clerk do hereby certify that the foregoing Resolution was duly adopted by the Township Board, at a regular Board Meeting held on February 13, 2018.

Kathleen R. Case
Township Clerk
Pennfield Charter Township

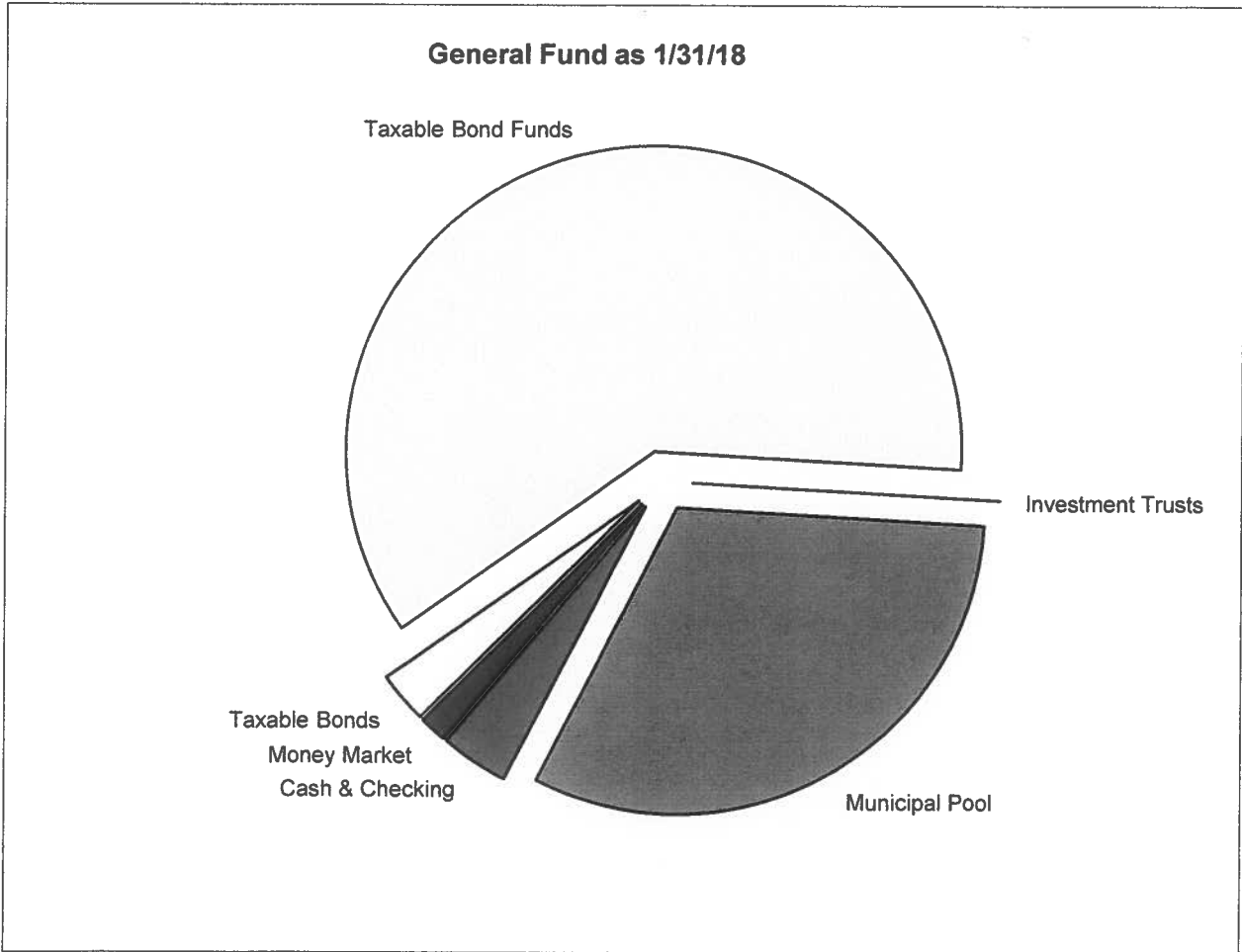
TREASURER'S REPORT

January 31, 2018

General Fund:		
Checking-Chemical	\$1,726.66	
Checking - FSA Account	\$15,753.82	
Checking - Payroll & ACH	\$1,036.00	
Investment - Baird Co.	\$233,854.99	
Investment - Baird Co.-Cem.	\$109,936.98	
Petty cash	\$425.00	
Savings -Chemical	\$99,587.27	
Permits/ Inspections	\$68,304.11	
TOTAL GENERAL FUND		\$530,624.83
2015 Road Bond:		
Investment - Chemical		
Savings - Chemical	\$64,867.58	
TOTAL 2015 ROAD BOND		\$ 64,867.58
Metro Act- Maintenance:		
Savings - Chemical	\$0.00	
TOTAL METRO ACT - MAINT.		\$0.00
Parks:		
Savings - Chemical	\$5,368.79	
TOTAL PARKS		\$5,368.79
Public Safety:		
Savings - Chemical	\$350.19	
TOTAL PUBLIC SAFETY		\$350.19
Sewer:		
Investment - Baird Co.	\$201,067.82	
Invest.-Huron Valley-G6 - CD	\$99,799.00	
Invest.- JP Morgan - CD	\$98,978.22	
Invest - Main Street Bank - CD	\$97,922.58	
Assessment - Chemical Bank	\$122,419.21	
Operating - Chemical	\$470,628.22	
Operating - Chemical-Assess.	\$2,252.87	
TOTAL SEWER		\$1,093,067.92
Water:		
Investment - Baird Co.	\$352,011.17	
Assessment -Baird Co.	\$274,006.24	
Assessment -Chemical Bank	\$3,130.70	
Operating - Chemical	\$637,791.25	
Operating - Chemical-Assess.	\$2,223.84	
TOTAL WATER		\$1,269,163.20
Trust and Agency:		
Savings - Chemical	\$17,681.00	
TOTAL TRUST AND AGENCY		\$17,681.00
Tax Collection:		
Checking -Chemical	\$3,079.50	
Savings - Chemical	\$1,290,898.93	
TOTAL TAX COLLECTION		\$1,293,978.43
Weed Control		
Checking -Chemical		
Savings -Chemical	(\$12,281.99)	
		(\$12,281.99)
GRAND TOTALS		\$4,262,819.95

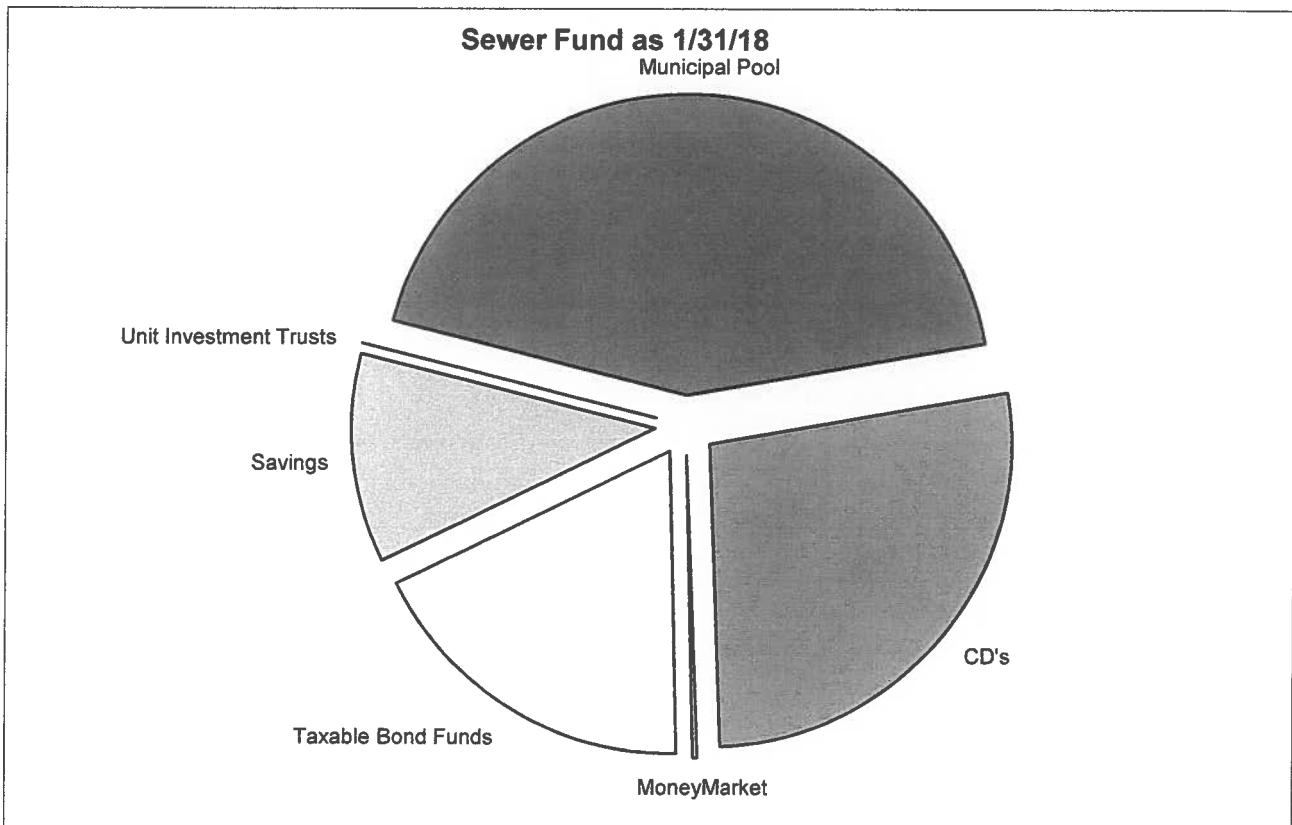
**General Fund Investments as of
January 31, 2018**

<u>Investment</u>	<u>Amount</u>	<u>Percentage of Total</u>
Money Market	\$7,388.81	1.39%
Taxable Bonds	\$14,246.10	2.68%
Taxable Bond Funds	\$322,157.06	60.71%
Investment Trusts	\$0.00	0.00%
Municipal Pool	\$167,891.38	31.64%
Cash & Checking	\$18,941.48	3.57%
	\$530,624.83	100.00%



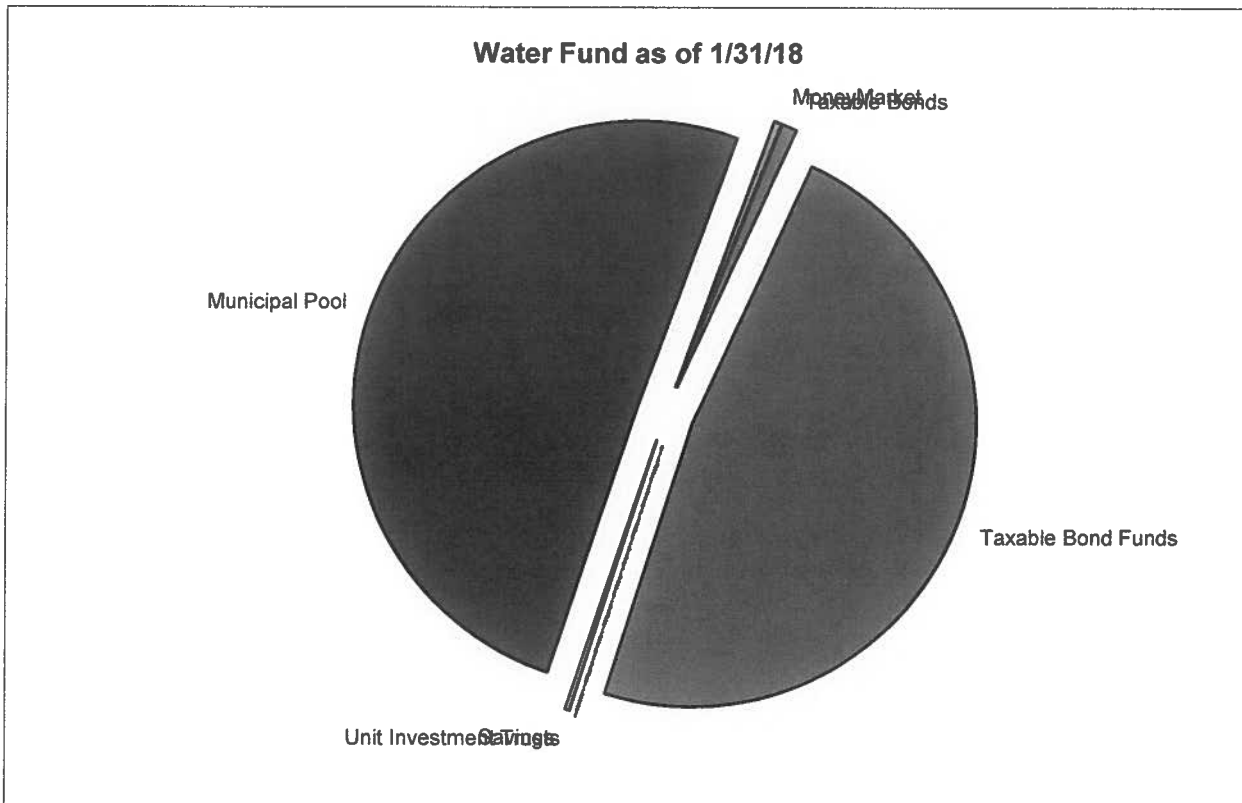
**Sewer Fund Investments as of
January 31, 2018**

<u>Investment</u>	<u>Amount</u>	<u>Percentage of Total</u>
CD's	\$ 296,699.80	27.14%
MoneyMarket	\$ 2,433.47	0.22%
Taxable Bond Funds	\$ 198,634.35	18.17%
Savings	\$ 122,419.21	11.20%
Unit Investment Trusts	\$ -	0.00%
Municipal Pool	\$ 472,881.09	43.26%
	\$ 1,093,067.92	100.00%



**Water Fund Investments as of
January 31, 2018**

<u>Investment</u>	<u>Amount</u>	<u>Percentage of Total</u>
CD's	\$ -	0.00%
MoneyMarket	\$ 5,338.90	0.42%
Taxable Bonds	\$ 10,937.49	0.86%
Taxable Bond Funds	\$ 609,741.02	48.04%
Unit Investment Trusts	\$ -	0.00%
Savings	\$ 3,130.70	0.25%
Municipal Pool	\$ 640,015.09	50.43%
	\$1,269,163.20	100.00%



JANUARY BILLS 2018

VENDOR	DEPT.	AMOUNT
BILLS ALREADY PAID		
KATHY CASE	CL-REIMB. CELL PHONE	\$40.00
BATTLE CREEK SHOPPER NEWS	O-MEETING MINUTES NOTICE	\$42.72
BESCO WATER TREATMENT	O,F,S,W-WATER	\$26.25
BRONSON BATTLE CREEK	F-NALOXONE	\$27.80
CALHOUN COUNTY TREASURER	TB,P-DEC BOR, POLICE PROTECTION DE	\$97,393.04
CDW GOVERNMENT, INC.	F-BATTERIES, FOLDERS, HP DESKTOP	\$578.74
CLIMAX TELEPHONE COMPANY	O,P,F,I,S,W-TELEPHONE, INTERNET	\$670.13
COMCAST	O,F-CABLE	\$50.51
CONSUMERS ENERGY	O,C,P,F,I,S,W-ELECTRICITY	\$4,135.12
DORNBOS SIGN, INC.	OA-BALANCE TRUCK ROUTE SIGNS	\$152.80
FERGUSON WATERWORKS	S,W-METERS	\$784.00
GREAT LAKES ACE HARDWARE	O,B&G,S,W-PAINT, TAPE, CLEANER, BIT	\$189.45
HUBBARD PLUMBING & DRAIN, INC.	B&G-REPLACE FLANGE	\$321.24
HUNTER-PRELL COMPANY	W-REPAIR MAIN, CAP SERVICE	\$11,055.00
IIMC	CL-MEMBERSHIP DUES	\$185.00
INFINISOURCE, INC.	O,F,I,S,W-FLEX BENEFIT ADMIN	\$80.00
J.D. DAVIS SERVICES COMPANY	O-CLEAN UP RECYCLING AREA	\$135.00
LAKE MICHIGAN MAILERS	TB,O-MAIL SERVICE, ENVELOPES	\$262.50
LIFE-ASSIST, INC.	F-BREATHSAVER BAG	\$199.00
MAIL FINANCE	O,I,S,W-POSTAGE MACHINE	\$479.73
MEDLER ELECTRIC CO.	B&G-LED LIGHTS FOR OFFICE	\$950.90
MICHIGAN OFFICE SOLUTIONS	O-XEROX COPIER MAINTENANCE AGRE	\$85.19
MIX HARDWARE	B&G-FLANGE, PVC PLUG	\$27.98
MURPHY'S TRAILER SALES & SERVICE INC	C-LP GAS FILL	\$34.90
NEOPOST USA INC.	O-SURE SEAL SOLUTION	\$31.00
NIGHTHAWK	B&G-PEST CONTROL	\$65.00
PAYCHEX OF NEW YORK LLC	O,I,S,W-PAYROLL SERVICES JANUARY	\$1,251.00
PENNFIELD TOWNSHIP	O,P,F,I,S,W-SEWER & WATER	\$115.74
PERSONNEL CONCEPTS	O-LABOR LAW POSTER	\$20.90
REPUBLIC SERVICES	B&G,C,F,I,S,W-REFUSE SERVICE FEB.	\$314.00
SAFETY STREET	F-NUMBERS FOR ADDRESS SIGNS	\$41.00
SHELL	C,F,S,W-GASOLINE & DIESEL	\$551.97
STAPLES	O,S,W-TONER, BINDERS, CALENDAR	\$247.66
STATE OF MICHIGAN	O,W-SALES TAX, WATER TESTING	\$122.22
THE STANDARD	ALL-LIFE INSURANCE	\$311.96
UHS PREMIUM BILLING	ALL-HEALTH, LIFE INSURANCE	\$8,853.06
VERIZON WIRELESS	A,C,F,S,W-CELL PHONES, DATA PLAN	\$295.85
		\$130,128.36

TB - TOWN BOARD
TR - TREASURER
E - ELECTIONS
F - FIRE, FIRE CHIEF
CE - CODE ENFORCEMENT
OA - OTHER APPROPRIATIONS
PS - PUBLIC SAFETY
RC - ROAD CONSTRUCTION

LEGEND

SUP - SUPERVISOR
A - ASSESSOR
B&G - BUILDING & GROUNDS
P/Z - PLANNING, ZONING
I - INSPECTIONS/PERMITS
C - CEMETERY
M - METRO ACT/MAINTENANCE
WC - WEED CONTROL

CL - CLERK
O - OFFICE
P - POLICE
S - SEWER
W - WATER
SG - SAW GRANT
PK - PARKS