

PENNFIELD CHARTER TOWNSHIP BOARD AGENDA

January 10, 2017

6:00pm- Public Hearing/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 January 11, 2000. Comments shall be limited to three minutes.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC HEARING ON PROPOSED LITTLE CLEAR LAKE SPECIAL ASSESMENT DISTRICT**
- 4. PRESENTATION BY PLM LAKE & LAND MANAGEMENT**
- 5. BOARD QUESTIONS / COMMENTS**
- 6. PUBLIC QUESTIONS / COMMENTS**
- 7. CLOSE PUBLIC HEARING**

There will be a five-minute break before Board meeting begins

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. PUBLIC COMMENTS**

5. ADDITIONS/DELETIONS TO THE AGENDA

6. APPROVAL OF THE CONSENT AGENDA:

- a) Meeting Minutes of December 13, 2016
- 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) Zoning/Township Monthly Report
- h) SAW Grant Monthly Report
- i) Life Care Ambulance Monthly Report

7. DEPARTMENT REPORTS:

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

8. UNFINISHED BUSINESS:

- a)

9. NEW BUSINESS:

- a) Adoption of **Pennfield Charter Township Resolution 17-01** (a Resolution creating Little Clear Lake Special Assessment District) - **RC**
- b) Adoption of **Pennfield Charter Township Resolution 17-02** (a Resolution amending the **PERMITS/INSPECTIONS** budget for Fiscal Year 2016-17) - **RC**
- c) Adoption of **Pennfield Charter Township Resolution 17-03** (a Resolution amending the **ROAD CONSTRUCTION** budget for Fiscal Year 2016-17) - **RC**
- d) Adoption of **Pennfield Charter Township Resolution 17-04** (a Resolution amending the **SEWER** budget for Fiscal Year 2016 - 17) - **RC**

- e) Adoption of **Pennfield Charter Township Resolution 17-05** (a Resolution amending the **WATER** budget for Fiscal Year 2016-17) - **RC**
- f) Adoption of **Pennfield Charter Township Resolution 17-06** (a Resolution amending the **SAW GRANT** budget for Fiscal Year 2016-17) - **RC**
- g) Adoption of **Pennfield Charter Township Resolution 17-07** (a Resolution amending the **GENERAL FUND** budget for Fiscal Year 2016-17) - **RC**
- h) Adoption of **Pennfield Charter Township Resolution 17-08** (a Resolution authorizing Pennfield Charter Township to obtain bids for sidewalk replacement, tree removal, concrete curb and gutter replacement in the Verona Park Addition subdivision - **RC**
- j) Adoption of **Pennfield Charter Township Resolution 17-09** (a Resolution which will transfer the Web Administrator position from Rob Behnke to Dave Morgan on or before April 1, 2017) - **RC**
- k) Appointment of Tammi Damerow, Ryan Herbstreith, and Kathy Case to the **Pennfield Charter Township Election Commission for 2017 - VV**

10. TREASURER'S MONTHLY REPORT

11. PAYMENT OF THE MONTHLY BILLS

12. EXTENDED PUBLIC COMMENTS

13. TOWNSHIP BOARD MEMBER COMMENTS

14. ANNOUNCEMENTS BY THE CHAIR

15. ADJOURNMENT

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

Tuesday, February 14, 2017

The next monthly recycling weekend:

January 28TH and 29th

Pennfield Charter Township

20260 Capital Avenue NE, Battle Creek, MI 49017
(269) 968-8549 - Fax (269) 968-2021 – www.pennfieldtwp.com

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

PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-01 (a Resolution confirming the Special Assessment Roll for the Clear Lake Aquatic Weed Special Assessment District No. 17-01)

WHEREAS, the Pennfield Township Board, after due and legal notice, has conducted a public hearing upon a proposed assessment roll prepared by Supervisor Dave Morgan and Township Assessor Dan Brunner, and

WHEREAS, the required hearing was preceded by proper notice in the Battle Creek Shopper (published on December 29, 2016 and again on January 5, 2017), and by first-class mail notice to each property owner of record within said district and upon said assessment roll, and

WHEREAS, the Township Board previously adopted *Pennfield Charter Township Resolution #16-56* (a Resolution accepting a citizens petition for the creation of a special assessment district around Clear Lake) and *Pennfield Charter Township Resolution #16-57* (a Resolution declaring the township boards intent to create a special assessment district with designated boundaries as well as tentatively approving the project and its estimated cost)

WHEREAS, comments were received to said roll and levy, and

WHEREAS, no written objections were received to said roll and levy, and

WHEREAS, the oral comments received indicated the reasonableness of said roll and levy

SO, THEREFORE BE IT RESOLVED,

- 1) that the assessment roll submitted by the township supervisor and township assessor shall hereafter be designated as the ***Clear Lake Aquatic Weed Special Assessment District No. 17-01*** and that the special assessments shall be divided into 5 equal annual installments of principal with the first installment due with the 2017 Winter Tax Notice
- 2) that if any installation of the special assessment is not paid when due, the installment shall be considered to be delinquent and there shall be collected, in addition to interest as provided, a penalty of 1% for each month it remains unpaid
- 3) that the assessment made in said special assessment roll are hereby and directed to be collected by the township treasurer, and the township clerk shall deliver said special assessment roll to said treasurer with warrant attached, commanding the treasurer to collect such assessments in accordance with the direction of the township board and PA 188

MOVED BY:

Supervisor Morgan –
Clerk Case –
Treasurer Jackson –

SUPPORTED BY:

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

I, Kathleen R. Case, Pennfield Township Clerk, do hereby certify that the foregoing resolution was duly adopted by the Township Board, at a board meeting held on the January 10, 2017.

**Kathleen R. Case
Township Clerk
Pennfield Charter Township**

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PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-02 (a Resolution amending the PERMITS/INSPECTIONS budget for Fiscal Year 2016-17)

BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the following budget amendment for Fiscal Year 2016-17:

	Debit	Credit
1. Amend revenues to add/amend line item		
249-000.000-611.000, Mechanical Permits		\$ 1,109.00
249-000.000-612.000, Building Permits		\$ 2,475.00
249-000.000-613.000, Electrical Permits		\$ 3,212.00
249-000.000-614.000, Plumbing Permits		\$ 3,071.00
249-000.000-620.000, Mechanical Registration		\$ 100.00
249-000.000-621.000, Plumbing Registration		\$ 107.00
249-000.000-664.000, Interest		\$ 18.00
249-000.000-664.002, Workers Compensation		\$ 40.00
2. Amend expenses to add/increase/decrease line item		
249-371.000-702.002, Building Inspector Wage	\$ 1,726.00	
249-371.000-702.004, Plumbing Inspector Wage	\$ 1,718.00	
249-371.000-775.000, R/M- Building	\$ 529.00	
249.371.000-850.000, Communications	\$ 350.00	
249-371.000-890.000, Contingency Fund	\$ 5,724.00	
249-371.000-964.000, Refunds & Reimbursements	\$ 85.00	
TOTALS	\$ 10,132.00	\$ 10,132.00

Moved by:

Supervisor Morgan-
Clerk Case-
Treasurer Jackson-
Trustee Skelding-

Supported by:

Trustee Goodman-
Trustee Damerow-
Trustee Herbstreith-

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 January 10, 2017.

**Kathleen R. Case
Township Clerk
Pennfield Charter Township**

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PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-03 (a Resolution amending the ROAD CONSTRUCTION 2015 budget for Fiscal Year 2016-17)

BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the following budget amendment for Fiscal Year 2016-17:

	Debit	Credit
1. Amend revenues to add/amend line item		
430-000.000-664.000, Interest		\$ 9,399.00
430-000.000-697.001, Metro Act- Transfer In		\$ 1,000.00
2. Amend expenses to add/increase/decrease line item		
430-000.000-802.000, Legal		\$ 2,500.00
430-000.000-805.000, Professional Services	\$ 21,685.00	
430-000.000-861.000, Mileage	\$ 885.00	
430-000.000-890.000, Contingency Fund		\$ 7,825.00
430-000.000-901.000, Printing/Publishing		\$ 2,500.00
430-000.000-956.000, Miscellaneous Expense	\$ 654.00	
TOTAL	\$ 23,224.00	\$ 23,224.00

Moved by:

Supervisor Morgan-
Clerk Case-
Treasurer Jackson-
Trustee Skelding-

Supported by:

Trustee Goodman-
Trustee Damerow-
Trustee Herbstreith-

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PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-04 (a Resolution amending the SEWER budget for Fiscal Year 2016-17)

BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the following budget amendment for Fiscal Year 2016-17:

	Debit	Credit
1. Amend revenues to add/amend line item		
590-000.000-664.000, Interest		\$ 3,406.00
590-000.000-664.002, Workers Compensation		\$ 312.00
2. Amend expenses to add/increase/decrease line item		
590-000.000-775.000, Repair/Maintenance-Building	\$ 3,700.00	
590-000.000-802.000, Legal	\$ 3,000.00	
590-000.000-803.000, Accounting Fees	\$ 300.00	
590-000.000-805.000, Professional Services	\$ 7,500.00	
590-000.000-861.000, Mileage	\$ 69.00	
590-000.000-890.000, Contingency Fund		\$ 10,862.00
590-000.000-956.000, Miscellaneous Expense	\$ 11.00	
TOTALS	\$ 14,580.00	\$ 14,580.00

Moved by:

Supervisor Morgan-
Clerk Case-
Treasurer Jackson-
Trustee Skelding-

Supported by:

Trustee Goodman-
Trustee Damerow-
Trustee Herbstreith-

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PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-05

(a Resolution amending the WATER budget for Fiscal Year 2016-17)

BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the following budget amendment for Fiscal Year 2016-17:

	Debit	Credit
1. Amend revenues to add/amend line item		
591-000.000-555.000, State Grant Monies		\$ 1,516.00
591-000.000-664.002, Workers Compensation		\$ 168.00
591-000.000-694.000, Miscellaneous Income		\$ 362.00
2. Amend expenses to add/increase/decrease line item		
591-000.000-727.000, Office Supplies	\$ 1,000.00	
591-000.000-775.000, R/M- Building	\$ 3,457.00	
591-000.000-777.000, R/M-Equipment	\$ 750.00	
591-000.000-802.000, Legal	\$ 750.00	
591-000.000-803.000, Accounting Fees	\$ 300.00	
591-000.000-805.000, Professional Services	\$ 600.00	
591-000.000-820.000, Membership/Dues	\$ 65.00	
591-000.000-901.000, Printing/Publishing	\$ 912.00	
591-000.000-850.000, Communications	\$ 300.00	
591-000.000-977.000, Capital Outlay-Equipment		\$ 6,088.00
TOTALS	\$ 8,134.00	\$ 8,134.00

Moved by:

Supervisor Morgan-
Clerk Case-
Treasurer Jackson-
Trustee Skelding-

Supported by:

Trustee Goodman-
Trustee Damerow-
Trustee Herbstreith-

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PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-06 (a Resolution amending the SAW GRANT budget for Fiscal Year 2016-17)

BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the following budget amendment for Fiscal Year 2016-17:

	<u>Debit</u>	<u>Credit</u>
1. Amend expenses to add/increase/decrease line item		
592-000.000-802.000, Legal	\$ 1,533.00	
592-000.000-805.000, Professional Services		\$ 1,533.00
TOTALS	\$ 1,533.00	\$ 1,533.00

Moved by:

Supervisor Morgan-
Clerk Case-
Treasurer Jackson-
Trustee Skelding-

Supported by:

Trustee Goodman-
Trustee Damerow-
Trustee Herbstreith-

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PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-07 (a Resolution amending the GENERAL FUND budget for Fiscal Year 2016-17)

BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the following budget amendment for Fiscal Year 2016-17:

	Debit	Credit
1. Amend revenues to add/amend line item		
101-000.000-456.000, Conditional Use Permits		\$ 670.00
101-000.000-458.000, Miscellaneous Permits		\$ 240.00
101-000.000-606.000, 425 Share		\$ 1,376.00
101-000.000-627.000, Tax Collection		\$ 843.00
101-000.000-628.001, Cost Recovery		\$ 16,663.00
101-000.000-662.000, Address Signs		\$ 242.00
101-000.000-664.002, Workers Compensation		\$ 1,877.00
101-000.000-694.000, Miscellaneous Income		\$ 4,909.00
101-000.000-694.004, Property Demolition		\$ 2,235.00
2. Amend expenses to add/increase/decrease line item		
TOWNBOARD-		
101-101.000-956.000, Miscellaneous Expense	\$ 200.00	
101-101.000-956.001, Prior Year Tax	\$ 200.00	
SUPERVISOR-		
101-171.000-702.000, Salary		\$ 1,000.00
101-171.000-716.000, Employee Insurance		\$ 3,500.00
101-171.000-861.000, Mileage	\$ 300.00	
ELECTIONS-		
101-191.000-702.000, Salaries		\$ 1,850.00
101-191.000-715.000, Social Security		\$ 800.00
101-191.000-819.000, Conference/Education	\$ 2,500.00	
101-191.000-859.000, Election Programming	\$ 4,451.00	
101-191.000-861.000, Mileage	\$ 450.00	
101-191.000-902.000, Advertising		\$ 450.00
101-191.000-956.000, Miscellaneous Expense	\$ 53.00	
101-191.000-977.000, Capital Outlay-Equipment		\$ 550.00
ASSESSOR-		
101-209.000-740.000, Operating Supplies	\$ 33.00	
GENERAL OFFICE-		
101-249.000-702.000, Salaries	\$ 15,000.00	
101-249.000-716.000, Employee Insurance	\$ 4,000.00	
101-249.000-740.000, Operating Supplies	\$ 900.00	

101-249.000-803.000, Accounting Fees	\$ 900.00	
101-249.000-805.000, Professional Services		\$ 5,000.00
101-249.000-819.000, Conference/Education	\$ 25.00	
101-249.000-820.000, Membership/Dues	\$ 31.00	
TREASURER-		
101-253.000-819.000, Conference/Education	\$ 550.00	
BUILDING & GROUNDS-		
101-265.000-775.000, R/M- Building	\$ 800.00	
101-265.000-805.000, Professional Fees	\$ 200.00	
101-265.000-975.000, Capital Outlay-Building		\$ 1,500.00
101-265.000-977.000, Capital Outlay-Equipment		\$ 500.00
CEMETERY-		
101-276.000-740.000, Operating Supplies	\$ 850.00	
101-276.000-750.000, Gas	\$ 100.00	
101-276.000-775.000, R/M- Building		\$ 500.00
101-276.000-776.000, R/M- Vehicle		\$ 500.00
101-276.000-777.000, R/M- Equipment		\$ 1,000.00
101-276.000-805.000, Professional Services		\$ 750.00
101-276.000-902.000, Advertising		\$ 900.00
101-276.000-958.000, Cemetery Plot Buy Back	\$ 13.00	
101-276.000-971.001, Capital Outlay Land Improvement	\$ 4,000.00	
101-276.000-977.000, Capital Outlay-Equipment		\$ 1,400.00
101-276.000-981.000, Capital Outlay- Vehicle	\$ 3,500.00	
POLICE-		
101-301.000-851.000, Telephone		\$ 900.00
101-301.000-852.000, Dispatch		\$ 3,797.00
101-301.000-924.000, Sewer/Water Billing	\$ 300.00	
FIRE CHIEF-		
101-302.000-716.000, Employee Insurance		\$10,000.00
FIRE-		
101-336.000-704.000, Part-time Salaries	\$ 10,000.00	
101-336.000-727.000, Office Supplies	\$ 150.00	
101-336.000-740.000, Operating Supplies	\$ 1,000.00	
101-336.000-775.000, R/M- Building	\$ 3,100.00	
101-336.000-777.000, R/M- Equipment	\$ 1,800.00	
101-336.000-805.000, Professional Services	\$ 1,500.00	
101-336.000-805.001, Cost Recovery Fees	\$ 300.00	
101-336.000-818.000, Part-time Education	\$ 1,350.00	
101-336.000-852.000, Dispatch	\$ 4,100.00	
101-336.000-977.000, Capital Outlay-Equipment	\$ 11,653.00	
101-336.000-994.000, Debt Service		\$ 1,428.00
OTHER APPROPRIATIONS-		
101-960.000-890.000, Contingency Fund		\$ 8,929.00
TOTALS	\$ 74,309.00	\$ 74,309.00

Moved by:

Supervisor Morgan-
Clerk Case-
Treasurer Jackson-
Trustee Skelding-

Supported by:

Trustee Goodman-
Trustee Damerow-
Trustee Herbstreith-

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 January 10, 2017.

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**PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-08
(a Resolution authorizing the submittal of a bid proposal for
sidewalk replacement, tree removal and concrete curb and gutter
replacement in the Verona Park Addition subdivision)**

BE IT RESOLVED, that the Pennfield Charter Township Board hereby authorizes the submittal of a bid proposal for sidewalk replacement, tree removal and concrete curb and gutter replacement in the Verona Park Addition subdivision

MOVED BY:

Supervisor Morgan –
Clerk Case –
Treasurer Jackson –
Trustee Skelding –

SUPPORTED BY:

Trustee Herbstreith –
Trustee Damerow –
Trustee Goodman –

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**PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-09
(a Resolution which will transfer the Web Administrator position
from Rob Behnke to Dave Morgan on or before April 1, 2017)**

BE IT RESOLVED, that the Pennfield Charter Township Board hereby authorizes the transfer of the Web Administrator position from Rob Behnke to Dave Morgan on or before April 1, 2017

MOVED BY:

Supervisor Morgan –
Clerk Case –
Treasurer Jackson –
Trustee Skelding –

SUPPORTED BY:

Trustee Herbstreith –
Trustee Damerow –
Trustee Goodman –

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