

# DRAFT

## PENNFIELD CHARTER TOWNSHIP REGULAR MEETING MINUTES FEBRUARY 14, 2017

Supervisor Morgan called the meeting to order at 6:00 PM at the Pennfield Middle School Cafeteria. Present were Supervisor Morgan, Clerk Case, Trustees Damerow, Goodman, Herbstreith and Skelding. There were 14 residents present.

### CITIZEN/PUBLIC COMMENT

Jeff DuPilka, President of West Shore Services, Inc. gave a presentation about warning sirens. Steve Frisbie, Calhoun County Commissioner was present to give an update from the County.

### PRESENTATION

A presentation was made by Supervisor Morgan to honor the business "State Farm Insurance". A plaque was presented to Ernie and Sylvia Lahusky.

### ADDITIONS/DELETIONS TO THE AGENDA

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

### APPROVAL OF THE CONSENT AGENDA

It was moved by Trustee Damerow 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 January 10, 2017/January 30, 2017/February 6, 2017
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

### 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: 149 traffic citations, 146 verbal warnings, 24 traffic crashes, 88 arrests, 64 self generated complaints, 202 dispatched complaints and 1,414 property inspections.

**FIRE:** Chief Smith was present from the Fire Department to give the monthly report. The stats are as follows: 5 fires, 64 rescue & medical emergencies, 12 hazardous conditions, 1 service call, 2 good intent calls and 1 false alarm.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**1. Adoption of Pennfield Charter Township Resolution 17-14**

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 17-14  
(a Resolution authorizing the submittal of a bid proposal  
for roof replacement/repair of Township Office)**

**BE IT RESOLVED,** that the Pennfield Charter Township Board hereby authorizes the Executive Committee to seek submittal of bid proposals for roof replacement/repair of Township Offices

Moved by: Trustee Damerow

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 17-14 is adopted.**

**2. Adoption of Pennfield Charter Township Resolution 17-15**

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 17-15  
(a Resolution authorizing the submittal of a bid proposal for  
painting/repair of Township Offices)**

**BE IT RESOLVED,** that the Pennfield Charter Township Board hereby authorizes the Executive Committee to seek submittal of bid proposals for painting/repair of Township Offices

Moved by: Trustee Damerow

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 17-15 is adopted.**

**3. Adoption of Pennfield Charter Township Resolution 17-16**

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 17-16**

**(a Resolution authorizing the Executive Committee for the purpose of awarding an agreement for properly sealing four abandoned wells in the wellfield in addition to one abandoned well located at Pennfield Charter Township office)**

**BE IT RESOLVED**, that the Pennfield Charter Township Board hereby authorizes the Executive Committee to award an agreement for properly sealing four abandoned wells in the wellfield in addition to one abandoned well located at the Pennfield Charter Township Office. Cost not to exceed \$9,500.00

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 17-16 is adopted.**

**4. Adoption of Pennfield Charter Township Resolution 17-17**

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 17-17**

**(a Resolution approving the bid of Hunter-Prell in the amount of \$88,337.50 for 13,150 sq ft of sidewalk removal & replacement, tree removal, 6,600 lineal ft of turf establishment & the removal & replacement of 150 ft of curb/gutter)**

**BE IT RESOLVED**, that the Pennfield Charter Township Board hereby approves the bid of Hunter-Prell in the amount of \$88,337.50 for 13,150 square feet of sidewalk removal & replacement, tree removal, 6,600 lineal feet of turf establishment and the removal and replacement of 150 feet of curb & gutter

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 17-17 is adopted.**

## **TREASURER'S MONTHLY REPORT**

January, 2017 monthly report shows the following balances:

General Fund	\$565,869.40
Road Bond	\$1,233,454.53
Metro Act – Maint.	\$4,090.89
Parks	\$5,363.70
Public Safety	\$351.52
Sewer	\$948,305.19
Sewer – SAW Grant	(\$17,973.65)
Water	\$1,199,517.04
Trust & Agency	\$37,418.44
Tax Collection	\$2,200,757.15
<b>TOTAL:</b>	<b>\$6,177,154.21</b>

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 \$311,336.30. **Motion carried.**

### **EXTENDED PUBLIC COMMENTS**

Residents had questions/comments on the following: Rental Ordinance, business hours, website administrator position and roads.

### **TOWNSHIP BOARD MEMBER COMMENTS**

None

## ANNOUNCEMENTS BY THE CHAIRPERSON

The next regularly scheduled Township Board meeting will be Tuesday, March 14, 2017. The next monthly recycling weekend will be February 25<sup>th</sup> and 26<sup>th</sup>. The Township office will be closed Monday, February 20<sup>th</sup> in observance of President's Day. The Township will start new business hours effective March 6, 2017; the hours are as follows: 8:00AM – 5:00PM Monday through Thursday and closed on Fridays. There will be a ceremony honoring all High School students enlisting into the Military on May 20, 2017 at the Township Office. Details will be given at a later date.

It was moved by Trustee Herbstreith and supported by Trustee Skelding to adjourn the meeting at 6:51 PM. **Motion carried.**

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David P. Morgan, Supervisor

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Kathleen R. Case, Clerk

## ADDENDUM A – DEPARTMENT REPORTS

### UTILITIES

The stats for the month of January, 2017 are as follows: 1,200 meter reads, 6 corrective work orders and 9 Miss Digs.

### CODE ENFORCEMENT

The following was completed for the month of January, 2017:

1. Conducted property inspections for new complaints and follow up inspections of previous complaints.
2. Received 7 new complaints: 1 inoperable vehicle, 6 junk/trash.

### ASSESSOR

1. All Homestead forms, Property Transfer Affidavits & Deeds are current. There were 10 transfers of property for the month: 2 foreclosure related and 8 regular sales.
2. Miscellaneous phone & in person inquiries about assessments & descriptions.
3. Prepared sales analysis for 2017 valuations.
4. Prepared assessments in compliance with County studies.

### CEMETERY

Sale of graves – 2	\$1,000.00
Burials – 3	\$1,650.00
<b>TOTAL:</b>	<b>\$2,650.00</b>

### PERMITS

Building – 8	\$2,106.40
Electrical – 7	\$906.00
Mechanical – 9	\$1,082.00
Plumbing – 3	\$393.00
Rental – 2	\$320.00
<b>TOTAL:</b>	<b>\$4,807.40</b>

# DRAFT

## PENNFIELD CHARTER TOWNSHIP BUDGET WORKSHOP MEETING MINUTES

### WORKSHOP #3 – MARCH 7, 2017

Supervisor Morgan called the Budget Workshop #3 to order at 6:10 PM at the Pennfield Township Office to review the fiscal year proposed budgets for 2017-2018. Present were Supervisor Morgan, Clerk Case, Treasurer Jackson, Trustees Damerow, Goodman, Herbstreith and Skelding.

Discussion took place regarding the pay for the Supervisor, Clerk, Treasurer and Trustees. It was moved by Trustee Herbstreith and supported by Trustee Skelding to adjourn the meeting at 7:37 PM. **Motion carried.**

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David P. Morgan – Supervisor

Kathleen R. Case – Clerk



## Pennfield Township Utility Department Monthly Report for February 2017

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### **Water Quality**

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

### **Customer Service**

<b>Description</b>	<b>Totals</b>
Meter reads	1,200 (approx)
Water Usage-Metered (Gallons)	5,025,064
Sewer Usage - Metered (Gallons)	11,682,264
Water and Sewer bills sent out	1,827
Shutoff notices sent out	229
Services off for non-payment	6
Services back on for non-payment	2
Services off for vacant properties	2
Final Reads	6
Corrective work orders (repair/install meters, radio read boxes, repair wires)	10
Changes in ownership/tenancy/name reinstate service	11
Miss Digs	21

**Special Interest:** We shut off 925 Capital because of a fire in the basement.  
We repaired a curb box that was broken on Carlton st.  
We had a sewer backup complaint at 890 Parkview apts. The main was okay. They had to call a plumber to clean out their sewer line.  
We had a main break in front of 225 Alton this month also, which was repaired by Hunter Prell.

Sincerely yours

Utility Dept.



**Pennfield Township  
Code Enforcement Board Report  
March 2017**

Complaint #	Property Address	Complaint Type	Date Filed	Status
E17-008	20422 Pine Lake Road	Inoperable Vehicles	2/6/2017	Closed
E17-009	17 Edgemont	Inoperable Vehicles	2/22/2017	Notice
E17-010	224 Hopkins	Junk/Trash	2/22/2017	Notice

Complaint Category	Totals
Front Yard Parking	0
Grass	0
Inoperable Vehicles	2
Junk/Trash	1
Township Ordinance	0
<b>Total Complaints</b>	<b>3</b>

# Monthly Permit List

03/01/17

## Building

PB17-010	02/22/2017	YOUNMANS TERRY & TAMMAR	21105 PINE LAKE RD	Pole Barn	\$11,749	304.60
PB17-011	02/07/2017	WATSON ROBERT CLAIR	902 CAPITAL AVE NE	Commercial, Alter/Repa	\$6,000	340.00
PB17-012	02/14/2017	POINDEXTER STEPHANY L	9502 ELWOOD DR	Alter/Repair	\$15,000	215.00
PB17-014	02/22/2017	SUNSHINE 99 PROPERTIES LL	24065 M-78	CMR BUILDERS	\$100	150.00

**Permit Total: 4**

**Fee Total: 1,009.60**

## Electrical

PE17-008	02/01/2017	CLAY VELMA L	77 HARRIET LANE	SIMS ELECTRIC	Alter/Repair	\$0	238.00
PE17-009	02/08/2017	SUNDBERG KIP & CATHERINE	10147 L DR NORTH	MOTOR SHOP ELECTRIC	Alter/Repair	\$0	221.00
PE17-010	02/13/2017	ENTSMINGER BRUCE A & TA	244 POULSEN	FIELDS ELECTRIC	Alter/Repair	\$0	150.00
PE17-011	02/16/2017	POINDEXTER STEPHANY L	9502 ELWOOD DR	SOUTHERN MICHIGAN ELECTRICAL	Alter/Repair	\$0	200.00
PE17-012	02/23/2017	FELTNER CONNIE	162 S CARLETON	WHITNEY ELECTRIC & PLUMBING	Alter/Repair	\$0	150.00
PE17-013	02/27/2017	WORTHINGTON PENELOPE	925 CAPITAL AVE NE				

**Permit Total: 6**

**Fee Total: 1,059.00**

## Mechanical

PM17-010	02/03/2017	GENO RICHARD L & JANET	21322 EAST AVE NORTH	ELTTE HEATING & COOLING SERVI	Alter/Repair	\$0	100.00
PM17-011	02/06/2017	CANTWELL GARY N & SHERR	10531 CLEAR LAKE AVE	HODGSSON HEATING & COOLING	Alter/Repair	\$0	100.00
PM17-012	02/14/2017	GREGGER DEBORAH L	216 GLENDALE	CROOKS PLUMBING & HTG	Alter/Repair	\$0	100.00
PM17-013	02/14/2017	SCHWAB GARY A	9750 BELLEVUE RD	ADVANTAGE HEATING & COOLING	Alter/Repair	\$0	100.00
PM17-014	02/14/2017	POINDEXTER STEPHANY L	9502 ELWOOD DR	CTI	Alter/Repair	\$0	100.00
PM17-015	02/16/2017	NEUMEYER ELIZABETH A & K	220 SUNSET BLVD E	HODGSSON HEATING & COOLING	Alter/Repair	\$0	100.00
PM17-016	02/17/2017	SHEPPERD LYLE & RHETA	1884 CAPITAL AVE NE	CROOKS PLUMBING & HTG	Alter/Repair	\$0	100.00
PM17-017	02/21/2017	FELTNER CONNIE	162 S CARLETON				

# Monthly Permit List

03/01/17

*Permit Total: 8*

*Fee Total: 850.00*

**Plumbing**

PP17-004	02/03/2017	RUGG AMBER	164 BRADLEY	RUSSELL PLUMBING INC	Alter/Repair	\$0	100.00
PP17-005	02/09/2017	LETTER RICHARD & CRIS	21863 CAPITAL AVE NE	OHIO BATH SOLUTIONS	Alter/Repair	\$0	100.00
PP17-006	02/17/2017	POINDEXTER STEPHANY L	9502 ELWOOD DR	G.L.G.C. PLUMBING CO	Alter/Repair	\$0	200.00
PP17-007	02/17/2017	CARPENTER JILL	56 GARDEN	EVANS PLUMBING	Alter/Repair	\$0	158.00
PP17-008	02/21/2017	FELTNER CONNIE	162 S CARLETON	CROOKS PLUMBING & HTG	Alter/Repair	\$0	244.00
PP17-009	02/21/2017	TTA CORPORATION	10257 CRASE ROAD	QUALITY DRAIN & PLUMBING LLC	Alter/Repair	\$0	150.00

*Permit Total: 6*

*Fee Total: 952.00*

**RENTAL**

PR17-0003	02/01/2017	BROWN DONALD L JR	332 VIKING DRIVE		RENTAL	\$0	160.00
PR17-0004	02/06/2017	FINLEY NATOYA	561 GARRISON RD 01		RENTAL	\$0	160.00
PR17-0005	02/06/2017	FINLEY NATOYA	561 GARRISON RD 02		RENTAL	\$0	160.00
PR17-0006	02/06/2017	FINLEY NATOYA	561 GARRISON RD 04		RENTAL	\$0	160.00
PR17-0007	02/06/2017	FINLEY NATOYA	561 GARRISON RD 08		RENTAL	\$0	160.00
PR17-0008	02/06/2017	FINLEY NATOYA	561 GARRISON RD 10		RENTAL	\$0	160.00

*Permit Total: 6*

*Fee Total: 960.00*

**Vacant Building**

PV17-001	02/01/2017	MCKAY SUSAN A	19947 MC ALLISTER RD		VACANT	\$0	160.00
PV17-003	02/14/2017	MOORE CHRISTOPHER S & JU	131 DERBY RD		VACANT	\$0	160.00

*Permit Total: 2*

*Fee Total: 320.00*

**ZONING**

# Monthly Permit List

03/01/17

PZ17-001 02/17/2017 MCMANUS JOHN W & ADEEN 7386 ST MARYS LAKE RD

Pole Barn

\$0

70.00

**Permit Total: 1**

**Fee Total: 70.00**

**Permit Total: 33**

**Total Fees: 5,220.60**

# *Pennfield Charter Township*

20260 Capital Avenue NE, Battle Creek, MI 49017  
(269) 968-8549 - Fax (269) 968-2021 - [www.pennfieldtwp.com](http://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: 3/09/2017

- \* Processed 11 transfers of property (10) Arms-Length Sales, (1) Foreclosure Related
- \* All Deeds, homestead & Transfer affidavits are current
- \* Prepared assessment notices for 2017 valuations
- \* Prepared work papers for March Board of Review Members
- \* Miscellaneous phone & in person inquiries about assessments, splits & descriptions

# PENNFIELD CHARTER

## PROPERTY TRANSFERS 2/01/2017 THRU 2/28/2017

03/09/2017

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PROPERTY ADDRESS	HOUSE STYLE	SIZE	ACREAGE	CLASS	SALE PRICE	SEV	TYPE OF SALE	SALE DATE
1 145 ALVENA 13-18-630-007-00	RANCH	904 sq ft	0.30	401	27,000	35,800	ARMS-LENGTH IVENS DONALD K, JR	02/21/2017
2 9688 BELLEVUE RD 13-18-027-822-00	1 3/4 STORY	2,494 sq ft	18.00	401	11,200	56,160	ARMS-LENGTH MOORE JUSTIN	02/16/2017
3 0 CALENDER RD 13-18-024-750-10	RANCH	0 sq ft	20.00	402	70,000	16,420	ARMS-LENGTH HILL HAROLD G & CYNTHIA A	02/16/2017
4 10572 CLEAR LAKE AVE 13-18-014-348-10	RANCH	840 sq ft	0.50	401	89,600	33,160	ARMS-LENGTH HIEMSTRA-BRONSON JUDITH A	02/03/2017
5 271 MC ALLISTER RD 13-18-150-020-10	RANCH	1,538 sq ft	3.16	401	157,000	61,990	ARMS-LENGTH HILL WANDA K	02/10/2017
6 50 MONTFORD 13-18-970-130-00	1 1/2 STORY	910 sq ft	0.13	401	13,900	17,870	FORECLOSURE RESALE WILSON KATRINA KATHERINE-DAWN	02/10/2017
7 11025 O DRIVE NORTH 13-18-025-771-70	1 1/2 STORY	2,310 sq ft	10.00	401	250,000	0	ARMS-LENGTH PRITCHARD JAMES R & KARMA S	02/27/2017
8 787 OAKWOOD 13-18-760-014-00	1 STORY	864 sq ft	0.18	401	62,900	17,850	ARMS-LENGTH FREDENBURG GARY & ROBIN	02/06/2017
9 22957 PINE LAKE RD 13-18-010-246-10	RANCH	1,266 sq ft	0.66	401	79,600	32,360	ARMS-LENGTH FEIGHT ROBERT	02/21/2017
10 6100 POORMAN RD 13-18-006-128-00	RANCH	920 sq ft	1.03	401	73,000	36,990	ARMS-LENGTH JONES CARL	02/16/2017
11 8230 SWIFT RD 13-18-120-028-00	RANCH	1,040 sq ft	1.00	401	126,000	42,120	ARMS-LENGTH SIDDALL MICHAEL A & AMY M	02/16/2017

SHERIFF 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

## FEBRUARY, 2017



Burials – 3	\$1,850.00
Foundations – 1	\$200.00
Sale of graves – 6	\$3,000.00
<b>TOTAL:</b>	<b>\$5,050.00</b>

Submitted by:

*Kathy Case*

Kathy Case  
Clerk