

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 #17-24 (a Resolution establishing the Pennfield Charter Township millage rate for 2017)

WHEREAS, the Township Board for Pennfield Charter Township has published proper notice in regard to the setting of its millage rate for 2017, and

WHEREAS, the Township Board for Pennfield Charter Township has properly conducted a Public Hearing on the proposed millage rate as required by Public Act No. 5 of the 1982 (Truth in Taxation), so

THEREFORE, BE IT RESOLVED, that the Board for Pennfield Charter Township hereby agrees to establish a Township tax levy for all real and personal property at the allowable millage rate for 2017, not to exceed 8.4360 mills, unless additional millage is approved by the voters in Pennfield Charter Township.

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 Special Board Meeting held on March 30, 2017.

Kathleen R. Case
Township Clerk
Pennfield Charter Township

Pennfield Charter Township

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PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-25 (a Resolution establishing the General Appropriations Act for Pennfield Charter Township)

WHEREAS, Pennfield Charter Township wishes to establish a General Appropriations Act for Pennfield Charter Township; to define the powers and duties of the Pennfield Charter Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements.

The Board of Trustees of Pennfield Charter Township resolves:

Section 1: Title

This resolution shall be known as the Pennfield Charter Township General Appropriations Act.

Section 2: Chief Administrative Officer

The Township Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

Section 3: Fiscal Officer

The Township Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

Section 4: Public Hearings on the Budget

Pursuant to MCL 42.26, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on **Thursday, March 16, 2017** and a public hearing on the proposed budget was held on **Thursday, March 30, 2017**.

Section 5: Estimated Revenues

Estimated township general fund revenues for fiscal year 2017-2018, including an allocated millage of 0.9361; voter authorized millage of 7.4999; and various miscellaneous revenues shall total **\$2,359,606.00**.

Section 6: Millage Levy

The Pennfield Charter Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll an amount equal to 8.4360 mills as authorized under state law and approved by the electorate.

Section 7: Estimated Expenditures

Estimated township general fund expenditures for fiscal year 2017-2018 for the various township activities are per the attached budget.

Section 8: Adoption of Budget by Reference

The general fund budget of Pennfield Charter Township is hereby adopted by reference, with revenues and activity expenditures as indicated in **Section 5 and 7** of this act.

Section 9: Adoption of budget by Cost Center

The Pennfield Charter Township Board of Trustees hereby adopts the 2017-2018 fiscal year general fund budget by cost center. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each cost center and may make transfers among the various line items contained in the cost center appropriation. However, no transfers of appropriations for line items related to personnel or capital outlay may be made without prior Township Board approval by budget amendment.

Section 10: Appropriation Not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The Fiscal Officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any township order for expenditures that exceed appropriations.

Section 11: Periodic Fiscal Reports

The Fiscal Officer shall transmit to the board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations, including, but not limited to:

- a) A summary statement of the actual financial condition of the general fund at the end of the previous quarter;
- b) A summary statement showing the receipts and expenditures and encumbrances for the previous quarter and for the current fiscal year to the end of the previous quarter;
- c) A detailed list of:
 - 1) Expected revenues by major sources as estimated in the budget; actual receipts to date for the current fiscal year compared with actual receipts for the same period in the prior fiscal year; the balance of estimated revenues to be collected in the current fiscal year; and any revisions in revenue estimates resulting from collection experience to date
 - 2) For each cost center; the amount appropriated; the amount charged to each appropriation in the previous quarter for the current fiscal year and as compared with the same period in the prior fiscal year; the unencumbered balance of appropriations; and any revisions in the estimate of expenditures.

Section 12: Limit on Obligations and Payment

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 13: Budget Monitoring

Whenever it appears to the Chief Administrative Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such funds were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the Township Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 14: Violations of this Act

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in P.A. 621 (1978) and the Pennfield Charter Township personnel manual.

Section 15: Board adoption

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 Special Board Meeting held on March 30, 2017.

Kathleen R. Case
Township Clerk
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PENNFIELD CHARTER TOWNSHIP RESOLUTION 17-26 (a Resolution adopting the SAW Grant budget for Fiscal Year 2017-2018)

BE IT RESOLVED, that the Pennfield Charter Township Board officially adopts the Proposed SAW Grant budget for Fiscal Year 2017-2018:

| | |
|------------------------------|--------------------|
| Proposed Revenues | \$11,000.00 |
| Proposed Expenditures | \$11,000.00 |

FUTHER BE IT RESOLVED, this budget shall become effective on April 1, 2017.

Moved by:

Supervisor Morgan –
Clerk Case –
Treasurer Jackson –

Supported by:

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

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PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-27 (a Resolution adopting the Park Fund budget for Fiscal Year 2017-2018)

BE IT RESOLVED, that the Pennfield Charter Township Board officially adopts the proposed Park Fund budget for Fiscal Year 2017-2018:

| | |
|------------------------------|--------------------|
| Proposed Revenues | \$ 4,725.00 |
| Proposed Expenditures | \$ 4,725.00 |

FURTHER BE IT RESOLVED, this budget shall become effective on April 1, 2017.

Moved by:

Supervisor Morgan –
Clerk Case –
Treasurer Jackson –

Supported by:

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

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**PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-28
(a Resolution adopting the Permits & Inspections Fund budget for Fiscal Year
2017-2018)**

BE IT RESOLVED, that the Pennfield Charter Township Board officially adopts the proposed Permits & Inspections Fund budget for Fiscal Year 2017-2018:

| | |
|------------------------------|---------------------|
| Proposed Revenues | \$ 78,040.00 |
| Proposed Expenditures | \$ 78,040.00 |

FURTHER BE IT RESOLVED, this budget shall become effective on April 1, 2017.

Moved by:

Supervisor Morgan –
Clerk Case –
Treasurer Jackson –

Supported by:

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

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PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-29 (a Resolution adopting the Water Department budget for Fiscal Year 2017-2018)

BE IT RESOLVED, that the Pennfield Charter Township Board officially adopts the proposed Water Department budget for Fiscal Year 2017-2018:

| | |
|------------------------------|----------------------|
| Proposed Revenues | \$ 549,632.00 |
| Proposed Expenditures | \$ 549,632.00 |

FURTHER BE IT RESOLVED, this budget shall become effective on April 1, 2017.

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 Special Board Meeting held on March 30, 2017.

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PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-30 (a Resolution adopting the Sewer Department budget for Fiscal Year 2017-2018)

BE IT RESOLVED, that the Pennfield Charter Township Board officially adopts the proposed Sewer Department budget for Fiscal Year 2017-2018:

| | |
|------------------------------|----------------------|
| Proposed Revenues | \$ 928,494.00 |
| Proposed Expenditures | \$ 928,494.00 |

FURTHER BE IT RESOLVED, this budget shall become effective on April 1, 2017.

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 Special Board Meeting held on March 30, 2017.

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PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-31 (a Resolution adopting the Local Road Construction Fund budget for Fiscal Year 2017-2018)

BE IT RESOLVED, that the Pennfield Charter Township Board officially adopts the proposed Local Road Construction Fund budget for Fiscal Year 2017-2018:

| | |
|------------------------------|----------------------|
| Proposed Revenues | \$ 589,700.00 |
| Proposed Expenditures | \$ 589,700.00 |

FURTHER BE IT RESOLVED, this budget shall become effective on April 1, 2017.

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 Special Board Meeting held on March 30, 2017.

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PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-32 (a Resolution adopting the General Fund budget for Fiscal Year 2017-2018)

BE IT RESOLVED, that the Pennfield Charter Township Board officially adopts the proposed General Fund budget for Fiscal Year 2017-2018:

| | |
|------------------------------|------------------------|
| Proposed Revenues | \$ 2,359,606.00 |
| Proposed Expenditures | \$ 2,359,606.00 |

FURTHER BE IT RESOLVED, this budget shall become effective on April 1, 2017.

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 Special Board Meeting held on March 30, 2017.

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**PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-33
(a Resolution adopting the Clear Lake Weed Control Assessment Fund
budget for Fiscal Year 2017-2018)**

BE IT RESOLVED, that the Pennfield Charter Township Board officially adopts the proposed Clear Lake Weed Control Assessment Fund budget for Fiscal Year 2017-2018:

| | |
|------------------------------|--------------------|
| Proposed Revenues | \$ 9,420.00 |
| Proposed Expenditures | \$ 9,420.00 |

FURTHER BE IT RESOLVED, this budget shall become effective on April 1, 2017.

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 Special Board Meeting held on March 30, 2017.

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**PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-34
(a Resolution setting the salary for the position of Township Supervisor effective
April 1, 2017)**

BE IT RESOLVED, that the Pennfield Charter Township Board hereby sets the salary of the Township Supervisor at **\$48,300.00**, effective April 1, 2017.

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 Special Board Meeting held on March 30, 2017.

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**PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-35
(a Resolution setting the salary for the position of Township Treasurer effective
April 1, 2017)**

BE IT RESOLVED, that the Pennfield Charter Township Board hereby sets the salary of the Township Treasurer at \$ **48,300.00**, effective April 1, 2017

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 Special Board Meeting held on March 30, 2017.

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**PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-36
(a Resolution setting the salary for the position
of Township Clerk effective April 1, 2017)**

BE IT RESOLVED, that the Pennfield Charter Township Board hereby sets the salary of the Township Clerk at **\$ 48,300.00**, effective April 1, 2017

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 Special Board Meeting held on March 30, 2017.

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**PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-37
(a Resolution setting the salary or hourly wage for non-elected, non-union positions
effective April 1, 2017)**

BE IT RESOLVED, that the Pennfield Charter Township Board hereby sets the salary or hourly wage for non-elected, non-union positions effective April 1, 2017:

NON-UNION POSITIONS

| | |
|--|----------------------|
| Deputy Clerk | \$15.55 per hour |
| Deputy Treasurer | \$15.55 per hour |
| Utility Clerk/Permits – Cheri | \$15.55 per hour |
| Utility Clerk/Permits – Desiree | \$13.91 per hour |
| Fire Chief | \$61,205.00 |
| Assessor | \$60,187.00 |
| Code Compliance/Office Manager | \$43,438.00 |
| Cemetery Sexton | \$22,314.00 |
| Zoning Administrator | \$11,000.00 |
| Website Administrator | \$3,750.00 |
| Cemetery Administrator | \$5,000.00 |
| Board of Review Member – March | \$20.00 per hour |
| Board of Review Member – July/December | \$50.00 per meeting |
| Planning Commission Chair | \$40.00 per meeting |
| Planning Commission Members | \$30.00 per meeting |
| Zoning Board of Appeals Chair | \$40.00 per meeting |
| Zoning Board of Appeals Members | \$30.00 per meeting |
| Recording Secretary | \$55.00 per meeting |
| Elections Chairs | \$12.00 per hour |
| Election Inspectors | \$10.00 per hour |
| Election Commission Members | \$30.00 per meeting |
| Township Trustees | \$150.00 per meeting |

PAID ON CALL FIRE FIGHTERS

| | |
|-----------------------|------------------|
| Minimum Wage | \$8.90 per hour |
| Certified Firefighter | \$13.32 per hour |
| Lieutenant | \$13.91 per hour |
| Captain | \$14.29 per hour |
| Asst. Chief | \$15.68 per hour |

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 Special Board Meeting held on March 30, 2017.

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**PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-38
(a Resolution increasing the hourly compensation by 3% for all union classifications
under the current agreements with both the Pennfield Professional Fire Fighters
Local #2588 and the International Union of Operating Engineers Local #324
effective April 1, 2017)**

BE IT RESOLVED, that the Pennfield Charter Township Board hereby increases the hourly compensation by 3% for all union classifications under the current agreements with both the Pennfield Professional Fire Fighters Local #2588 and the International Union of Operating Engineers Local #324 effective April 1, 2017.

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 Special Board Meeting held on March 30, 2017.

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PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-39

(a Resolution approving an employee agreement with Brandi Deshon for the position of Zoning Administrator effective April 02, 2017)

THEREFORE BE IT RESOLVED, that the Pennfield Charter Township Board hereby Authorizes the Pennfield Charter Township Executive Board to enter into an Employee Agreement with Brandi Deshon for the position of Pennfield Charter Township Zoning Administrator. This position will be paid \$11,000 annually, receive no benefits, and will become effective April 02, 2017.

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 special board meeting held on March 30, 2017.

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PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-40

(a Resolution amending the Adult, Grave Purchase Price, at Hick's Cemetery effective April 01, 2017)

THEREFORE BE IT RESOLVED, that the Pennfield Charter Township Board hereby Authorizes the amending of the Adult, Grave Purchase Price, at Hick's Cemetery as follows: Adult, Pennfield Charter Township Residents and Pennfield Charter Township Property Owners, Grave Purchase Price will remain \$500.00. Adult Non-Resident, Non-Pennfield Charter Township Property Owners, Grave Purchase Price will be \$650.00. All other fees will remain the same. This Resolution will become effective April 01, 2017.

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 special board meeting held on March 30, 2017.

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PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-41

(a Resolution reducing the salary of the Web Administrator position from \$7,054.00 to \$3,750.00 effective April 01, 2017)

THEREFORE BE IT RESOLVED, that the Pennfield Charter Township Board hereby Authorizes the reduction of salary for the position of Web Administrator from \$7,054.00 to \$3750.00 and will become effective April 01, 2017.

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 special board meeting held on March 30, 2017.

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PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-42

(a Resolution approving the purchase of a Utility Trailer with a purchase price not exceeding \$8,500.00 to be used by the Pennfield Charter Township Fire Department. effective April 01, 2017)

THEREFORE BE IT RESOLVED, that the Pennfield Charter Township Board hereby Authorizes the purchase of a Utility Trailer with a purchase price not exceeding \$8,500.00 to be used by the Pennfield Charter Township Fire Department for equipment storage and day to day operations. This Resolution will become effective April 01, 2017.

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 special board meeting held on March 30, 2017.

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PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-43

(Adoption of Pennfield Charter Township Resolution 17-43 (a Resolution approving the purchase of a Laser Radar Gun by the Calhoun County Sheriff Department with a purchase price not to exceed \$1,800.00 to be used exclusively in Pennfield Charter Township)

THEREFORE BE IT RESOLVED, that the Pennfield Charter Township Board hereby Authorizes the Calhoun County Sheriff Department to purchase a Laser Radar Gun with a purchase price not exceeding \$1,800.00 to be used exclusively in Pennfield Charter Township. This Resolution becomes effective April 01, 2017.

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 special board meeting held on March 30, 2017.

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PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-44

(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 amendments for Fiscal Year 2016-17:

| | Debit | Credit |
|---|--------------|---------------|
| 1. Amend revenues to add/amend line item | | |
| 101-000.000-445.000, Penalties/Interest | | \$ 350.00 |
| 101-000.000-458.000, Miscellaneous Permits | | \$ 420.00 |
| 101-000.000-630.000, Grave Open/Close | | \$ 1,050.00 |
| 101-000.000-673.000, Sale Fixed Assets | | \$ 420,000.00 |
| 2. Amend expenses to add/increase/decrease line item | | |
| TOWNSHIP BOARD- | | |
| 101-101.000-702.000, Salaries | \$ 1,375.00 | |
| 101-101.000-715.000, Social Security | \$ 105.00 | |
| 101-101.000-910.000, Insurance/Bonds | \$ 1.00 | |
| 101-101.000-956.000, Miscellaneous Expense | \$ 5.00 | |
| 101-101.000-956.001, Prior Year Tax | \$ 1,761.00 | |
| SUPERVISOR- | | |
| 101-171.000-861.000, Mileage | \$ 177.00 | |
| 101-171.000-874.000, Retirement | \$ 57.00 | |
| ASSESSOR- | | |
| 101-209.000-702.000, Salaries | \$ 225.00 | |
| 101-209.000-716.000, Employee Insurance | \$ 518.00 | |
| CLERK- | | |
| 101-215.000-702.000, Salaries | \$ 169.00 | |
| 101-215.000-709.000, Performance Bonus | \$ 193.00 | |
| 101-215.000-715.000, Social Security | \$ 157.00 | |
| 101-215.000-819.000, Conference/Education | \$ 407.00 | |
| 101-215.000-874.000, Retirement | \$ 347.00 | |
| GENERAL OFFICE- | | |
| 101-249.000-702.000, Salaries | \$ 4,600.00 | |
| 101-249.000-715.000, Social Security | \$ 685.00 | |
| 101-249.000-716.000, Employee Insurance | \$ 1,293.00 | |
| 101-249.000-740.000, Operating Supplies | \$ 332.00 | |

| | | |
|--|---------------------|---------------------|
| 101-249.000-777.000, R/M- Equipment | \$ 387.00 | |
| 101-249.000-804.000, Bank Charges | \$ 150.00 | |
| 101-249.000-805.000, Professional Services | \$ 1,255.00 | |
| 101-249.000-861.000, Mileage | \$ 52.00 | |
| 101-249.000-874.000, Retirement | \$ 664.00 | |
| 101-249.000-902.000, Advertising | \$ 2,100.00 | |
| 101-249.000-924.000, Sewer/Water Billing | \$ 6.00 | |
| TREASURER- | | |
| 101-253.000-702.000, Salaries | \$ 164.00 | |
| 101-253.000-715.000, Social Security | \$ 246.00 | |
| 101-253.000-716.000, Employee Insurance | \$ 19.00 | |
| BUILDING & GROUNDS- | | |
| 101-265.000-775.000, R/M- Building | \$ 75.00 | |
| CEMETERY- | | |
| 101-276.000-702.000, Salaries | \$ 1,802.00 | |
| 101-276.000-715.000, Social Security | \$ 197.00 | |
| 101-276.000-775.000, R/M- Building | \$ 153.00 | |
| 101-276.000-922.000, Electricity | \$ 94.00 | |
| POLICE- | | |
| 101-301.000-805.000, Professional Services | \$ 50,000.00 | |
| 101-301.000-922.000, Electricity | \$ 94.00 | |
| FIRE CHIEF- | | |
| 101-302.000-702.000, Salaries | \$ 229.00 | |
| 101-302.000-715.000, Social Security | \$ 189.00 | |
| FIRE- | | |
| 101-336.000-702.000, Salaries | \$ 6,000.00 | |
| 101-336.000-704.000, Part time Salaries | \$ 3,000.00 | |
| 101-336.000-715.000, Social Security | \$ 1,125.00 | |
| 101-336.000-716.000, Employee Insurance | \$ 526.00 | |
| 101-336.000-750.000, Gas | \$ 316.00 | |
| 101-336.000-805.000, Professional Services | \$ 18,600.00 | |
| 101-336.000-874.000, Retirement | \$ 80.00 | |
| 101-336.000-922.000, Electricity | \$ 180.00 | |
| 101-336.000-994.000, Debt Service | \$300,405.00 | |
| 101-336.000-999.000, Transfer Out | \$ 1,198.00 | |
| CODE COMPLIANCE- | | |
| 101-428.000-702.000, Salaries | \$ 125.00 | |
| 101-428.000-715.000, Social Security | \$ 42.00 | |
| 101-428.000-874.000, Retirement | \$ 19.00 | |
| OTHER APPROPRIATIONS- | | |
| 101.960.000-890.000, Contingency Fund | \$ 19,921.00 | |
| TOTALS | \$421,820.00 | \$421,820.00 |

Moved by:

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

Supported by:

Trustee Goodman-
Trustee Damerow-
Trustee Herbstreth-

I, Kathleen R. Case, Pennfield Charter Township Clerk do hereby certify that the foregoing Resolution was duly adopted by the Township Board, at a Special Board Meeting held on March 30, 2017.

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

Pennfield Charter Township

20260 Capital Avenue NE, Battle Creek, MI 49017
(269) 968-8549 - Fax (269) 968-2021 - www.pennfieldtwp.com
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PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-45 (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 | | |
| 591-000.000-606.000, PA 425 | | \$ 276.00 |
| 591-000.000-607.000, On/Off Fee | | \$ 150.00 |
| 2. Amend expenses to add/increase/decrease line item | | |
| 591-000.000-702.000, Salaries | \$ 2,850.00 | |
| 591-000.000-715.000, Social Security | \$ 270.00 | |
| 591-000.000-716.000, Employee Insurance | \$ 109.00 | |
| 591-000.000-727.000, Office Supplies | \$ 100.00 | |
| 591-000.000-775.000, R/M- Building | \$ 100.00 | |
| 591.000.000-805.000, Professional Services | \$ 50.00 | |
| 591.000.000-806.000, Janitorial Fee | \$ 42.00 | |
| 591.000.000-807.000, Services | \$ 1,700.00 | |
| 591.000.000-813.000, Water Analysis | \$ 75.00 | |
| 591-000.000-819.000, Conference/Education | \$ 230.00 | |
| 591-000.000-874.000, Retirement | \$ 413.00 | |
| 591-000.000-922.000, Electricity | \$ 1,110.00 | |
| 591-000.000-936.000, R/M- Distribution System | \$ 3,600.00 | |
| 591-000.000-890.000, Contingency Fund | | \$ 10,223.00 |
| TOTALS | \$ 10,649.00 | \$ 10,649.00 |

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 Special Board Meeting held on March 30, 2017.

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

Pennfield Charter Township

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PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-46 (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:

| | <u>Debit</u> | <u>Credit</u> |
|---|--------------------|--------------------|
| 1. Amend revenues to add/amend line item | | |
| 2. Amend expenses to add/increase/decrease line item | | |
| 590-000.000-702.000, Salaries | \$ 5,300.00 | |
| 590-000.000-716.000, Employee Insurance | \$ 370.00 | |
| 590-000.000-727.000, Office Supplies | \$ 170.00 | |
| 590.000.000-775.000, R/M-Building | \$ 100.00 | |
| 590-000.000-805.000, Professional Services | \$ 1,900.00 | |
| 590-000.000-806.000, Janitorial Fee | \$ 75.00 | |
| 590-000.000-874.000, Retirement | \$ 346.00 | |
| 590-000.000-890.000, Contingency Fund | | \$ 8,261.00 |
| TOTALS | \$ 8,261.00 | \$ 8,261.00 |

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 Special Board Meeting held on March 30, 2017.

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

Pennfield Charter Township

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PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-47 (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 | | \$ 1,036.00 |
| 249-000.000-612.000, Building Permits | | \$ 2,216.00 |
| 249-000.000-613.000, Electrical Permits | | \$ 909.00 |
| 249.000.000-614.000, Plumbing Permits | | \$ 289.00 |
| 249.000.000-616.000, Building Registration | | \$ 10.00 |
| 249.000.000-618.000, Electrical Registration | | \$ 35.00 |
| 249.000.000-619.000, Electrical License | | \$ 5.00 |
| 249.000.000-620.000, Mechanical Registration | | \$ 20.00 |
| 249-000.000-622.000, Admin Fee-Education | | \$ 110.00 |
| 249-000.000-623.001, Rental Property Inspection Fees | | \$ 4,352.00 |
| 2. Amend expenses to add/increase/decrease line item | | |
| 249-371.000-702.001, Mechanical Inspector wage | \$ 900.00 | |
| 249-371.000-702.002, Building Inspector wage | \$ 1,400.00 | |
| 249-371.000-702.003, Electrical Inspector wage | \$ 900.00 | |
| 249-371.000-702.004, Plumbing Inspector wage | \$ 700.00 | |
| 249-371.000-775.000, R/M- Building | \$ 74.00 | |
| 249.371.000-890.000, Contingency Fund | \$ 5,082.00 | |
| TOTALS | \$ 8,982.00 | \$ 8,982.00 |

Moved by:

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

Supported by:

Trustee Goodman-
Trustee Damerow-
Trustee Herstreith-

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 March 30, 2017.

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

Pennfield Charter Township

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PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-48 (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 revenues to add/amend line item | | |
| 592-000.000-699.003, Sewer Fund Transfer In | | \$ 2,793.00 |
| 2. Amend expenses to add/increase/decrease line item | | |
| 592-000.000-805.000, Professional Services | \$ 2,793.00 | |
| | \$ 2,793.00 | \$ 2,793.00 |

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 Special Board Meeting held on March 30, 2017.

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

**SPECIAL BOARD MEETING
BUDGET/TRUTH IN TAXATION
PUBLIC HEARING NOTICE**

The Pennfield Charter Township Board will conduct a Special Township Board Meeting on Thursday, March 30, 2017 at 6:00 PM at the Pennfield Middle School cafeteria at 8587 Pennfield Road, Battle Creek, MI 49017. The purpose of this meeting is to hold a public hearing on all Pennfield Township budgets for the Fiscal Year 2017-2018 which begins April 1, 2017. **The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.** A complete copy of all Township budgets shall be available for public inspection at the Township office during normal business hours beginning Monday, March 20, 2017. A complete copy shall also be available at the Township website at www.pennfieldtwp.com.

TOWNSHIP GENERAL FUND

| | |
|-----------------------|----------------|
| Proposed Revenues | \$2,359,606.00 |
| Proposed Expenditures | \$2,359,606.00 |

INSPECTIONS/PERMITS DEPT. FUND

| | |
|-----------------------|-------------|
| Proposed Revenues | \$78,040.00 |
| Proposed Expenditures | \$78,040.00 |

WATER DEPARTMENT FUND

| | |
|-----------------------|--------------|
| Proposed Revenue | \$549,632.00 |
| Proposed Expenditures | \$549,632.00 |

SEWER DEPARTMENT FUND

| | |
|-----------------------|--------------|
| Proposed Revenue | \$928,494.00 |
| Proposed Expenditures | \$928,494.00 |

SAW GRANT FUND

| | |
|-----------------------|-------------|
| Proposed Revenue | \$11,000.00 |
| Proposed Expenditures | \$11,000.00 |

PARKS FUND

| | |
|-----------------------|------------|
| Proposed Revenue | \$4,725.00 |
| Proposed Expenditures | \$4,725.00 |

ROAD CONSTRUCTION

| | |
|-----------------------|--------------|
| Proposed Revenue | \$589,700.00 |
| Proposed Expenditures | \$589,700.00 |

CLEAR LAKE WEED CONTROL ASSMT. FUND

| | |
|-----------------------|------------|
| Proposed Revenue | \$9,420.00 |
| Proposed Expenditures | \$9,420.00 |

If you have any questions please contact Supervisor Dave Morgan at (269) 968-8549 or email dmorgan@pennfieldtwp.com. Individuals with disabilities requiring auxiliary aids of services should contact Pennfield Charter Township seven days before any meeting by writing to: Pennfield Charter Township, 20260 Capital Ave., N.E., Battle Creek, MI 49017 or by calling (269) 968-8549 or emailing kcase@pennfieldtwp.com.

-Kathleen R. Case, Clerk

Pennfield Charter Township

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Zoning Administrator Position

Candidate Information

Position was advertised on the Michigan Planning Association Web Site

Two people were interviewed by Deputy Supervisor Barb Darlington and Clerk Kathy Case. Nate Henne, City Manager, Springfield and Brandi Deshon, Deputy Zoning Administrator Emmett Township.

After the interview process both Kathy and Barb recommended we hire Brandi Deshon.

I reached out to Tim Hill, Emmett Township Supervisor, and asked him if he had any thoughts on Brandi's job performance at Emmett Township. Tim highly recommended Brandi and said she would be an outstanding choice for us. He also advised me that based on her job performance at Emmett Township she was being recommended for a pay raise. Mr. Hill had nothing but praise about her job performance, integrity, and work ethic.

I also reached out to Kim Tuck, Inspector for Pennfield Township knowing that he has worked with many people in the Zoning and Planning field around the area to get his thoughts. As like Tim Hill, Kim Tuck had nothing but admiration for Brandi and her job performance. Kim even went as far to say out of all the people he has worked with Brandi is one of if not the best when it comes to zoning. He described her as a very knowledgeable, energetic, a very strong work ethic, and very professional. He went on to say he highly recommended we hire her and that she would be a great addition to our team.

As for myself I have 100% confidence in both Barb and Kathy's judgement and the fact that both of them thought Brandi stood out in the interview say a lot to me. I also have respect for both Tim Hill and Kim Tuck and valued their input.

I could not have more respect for Nate Henne, and in fact feel he also would do an outstanding job as our Zoning Administrator. We are lucky we had two outstanding candidates but after the interviews, the strong references from both Tim Hill and Kim Tuck as well as our Deputy Supervisor and Clerk I recommend without any reservations we offer our position of Zoning Administrator to Brandi Deshon. I look forward to her becoming a strong member of the Pennfield Township Team.

A handwritten signature in black ink, appearing to read 'Dave Morgan', with a long horizontal flourish extending to the right.

Dave Morgan

Pennfield Township Supervisor

Pennfield Charter Township

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Public Comment

Information

On behalf of the Pennfield Charter Township Board we would like to welcome you to tonight's Township Board meeting. Tonight's meeting gives you an opportunity to not only watch as your elected officials conduct township business but also gives you the opportunity to address the board during the Public Comment section of the meeting.

In order to maintain a fair and positive environment for everyone attending tonight's meeting we ask that you please be respectful and follow the following:

1. Please make any comments from the podium and state your name and address to the board.
2. The comments section of the meeting is for comments to the board only, not for a question answer session. If you would like to talk with any board member, they will be available after the meeting or by appointment.
3. There is a limit of three minutes for comments, and you will be able to follow how much time you have left by looking at the clock on the podium.
4. You will be able to speak one time for each of our two comment sections with the first comment section to be about agenda items only.
5. Please be respectful of others while they are making their comments and do not interrupt or address them at any point.

Once again thank you for being a part of tonight's meeting and wonderful community!



Dave Morgan

Pennfield Charter Township Supervisor