

PENNFIELD CHARTER TOWNSHIP BOARD AGENDA

September 12, 2017

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**
- 5. ADDITIONS/DELETIONS TO THE AGENDA**
- 6. APPROVAL OF THE CONSENT AGENDA:**
 - a) Meeting Minutes of August 8, 2017
 - 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
 - e) Life Care Report
 - f) Zoning Report

7. DEPARTMENT REPORTS:

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

8. UNFINISHED BUSINESS:

- a) Pennfield Charter Township Road Project
Tom Matson (Pennfield Charter Township)

9. NEW BUSINESS:

- a) Adoption of **Pennfield Charter Township Resolution 17-75** (a Resolution which will define the MERS Defined Contribution Plan Adoption Agreement for Pennfield Charter Township's to new entrants) - **RC**

- b) Adoption of **Pennfield Charter Township Resolution 17-76** (a Resolution authorizing the purchase of new Election Supplies/Equipment) - **RC**

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, October 10, 2017

The next monthly recycling weekend:

Sept. 23TH and 24th

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 #17-75

(a Resolution which will define the MERS Defined Contribution Plan Adoption Agreement for Pennfield Charter Township's to new entrants)

BE IT RESOLVED, that the Pennfield Charter Township Board approves the agreement between Pennfield Charter Township and MERS (Municipal Employees' Retirement System) regarding MERS Defined Contribution Plan Adoption Agreement for Pennfield Charter Township's to new entrants.

Please see attached agreement.

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 Board Meeting held on September 12, 2017.

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

MERS Defined Contribution Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The Employer, a participating municipality or court within the state of Michigan that has adopted MERS coverage, hereby establishes the following Defined Contribution Plan provided by MERS of Michigan, as authorized by 1996 PA 220 in accordance with the MERS Plan Document.

I. Employer Name Pennfield Charter Township **Municipality #:** 1312

If new to MERS, provide your municipality's/court's fiscal year: _____ through _____.
(Month) (Month)

II. Effective Date

Check one:

A. If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of September, 2017.

This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible participant shall be credited as follows (choose one):

Vesting credit from date of hire No vesting credit

This division is for new hires, rehires, and transfers of current Defined Benefit* division # 01 and/or current Hybrid division # _____

Closing this division will change future invoices to a flat dollar amount instead of a percentage of payroll, as provided in your most recent annual actuarial valuation. (The amount may be adjusted for any benefit modifications that may have taken place since then.)

Current active (defined benefit or hybrid) employees (select one of the following and see [Plan Document](#), Section 64 for more information):

Will have a one-time opportunity to convert the value of their current defined benefit from the existing defined benefit or hybrid plan into the new Defined Contribution Plan as a lump sum, or continue accruing service in the Defined Benefit. (Complete *MERS Defined Contribution Conversion Addendum*.)

Will have a one-time opportunity to cease service accrual in the current plan and transfer to the new Defined Contribution plan for future service accrual, or continue accruing service in the Defined Benefit. The deadline for participants to make their election is: ___/___/____

Will be required to cease service accrual in Defined Benefit and will transfer to Defined Contribution for future service accrual.

** By completing the section above, the Employer acknowledges receiving Projection Study results and understands the municipality's obligation to continue funding the liability associated with the closed Defined Benefit division.*

B. If this is an **amendment** of an existing Adoption Agreement (existing division number _____), the effective date shall be the first day of _____, 20____.

Note: You only need to mark **changes** to your plan throughout the remainder of this Agreement.

MERS Defined Contribution Plan Adoption Agreement

- C. If this is to **separate employees** from an existing *Defined Contribution division* (existing division number(s) _____) into a new division, the effective date shall be the first day of _____, 20____.
- D. If this is to **merge division(s)** _____ into division(s) _____, the effective date shall be the first of _____, 20____.

III. Eligible Employees

Only those Employees eligible for MERS membership may participate in the MERS Defined Contribution Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following groups of employees are eligible to participate:

General Township employees after 9/1/2017

(Name of Defined Contribution division – e.g. All Full Time Employees, or General After 7/01/13)

To further define eligibility, (check all that apply):

- Probationary periods** are allowed in one-month increments, no longer than 12 months. During this introductory period the Employer will not report or make contributions for this period, including retroactively. Service will begin after the probationary period has been satisfied. The probationary period will be 3 month(s).
- Temporary employees** in a position normally requiring less than a total of 12 whole months of work in the position may be *excluded* from membership. These employees must be notified in writing by the participating municipality that they are excluded from membership within 10 business days of date of hire or execution of this Agreement. The temporary exclusion period will be 12 month(s).

MERS Defined Contribution Plan Adoption Agreement

IV. Provisions

1. Vesting (Check one):

- Immediate
- Cliff Vesting (fully vested after below number years of service)
 - 1 year 2 years 3 years 4 years 5 years
- Graded Vesting
 - _____ % after 1 year of service
 - _____ % after 2 years of service
 - _____ % after 3 years of service (min 25%)
 - _____ % after 4 years of service (min 50%)
 - _____ % after 5 years of service (min 75%)
 - 100 % after 6 years of service (min 100%)

Vesting will be credited using (check one):

- Elapsed time method – Participants will be credited with one vesting year for each 12 months of continuous employment from the date of hire.
- Hours reported method – Participants will be credited with one vesting year for each calendar year in which _____ hours are worked

In the event of disability or death, a participant’s (or his/her beneficiary’s) entire employer contribution account shall be 100% vested, to the extent that the balance of such account has not previously been forfeited.

Normal Retirement Age (presumed to be age 60 unless otherwise specified) _____

If an employee is still employed with the municipality at the age specified here, their entire employer contribution balance will become 100% vested regardless of years of service.

2. Contributions

a. Will be remitted (check one):

- Weekly
- Bi-Weekly (every other week)
- Semi-Monthly (twice each month)
- Monthly
- Other (must specify) _____

b. Employee/Employer contribution structure (subject to limitations of Section 415(c) of the Internal Revenue Code)

	Enter % or \$ for contribution amounts							
Employee Contribution	0	1	2	3	4	5	6	
Employer Contribution	1	1	2	3	3	3	3	

7 8 9 10
3 3 3 3

Direct mandatory employee contributions as pre-tax

c. Voluntary employee contributions may be made after-tax, subject to the Section 415(c) limitations of the Internal Revenue Code

MERS Defined Contribution Plan Adoption Agreement

3. Compensation:

Employers may designate the definition of compensation per division participating in Defined Contribution pursuant to section 49 of the MERS Plan Document (check one):

- Medicare taxable wages reported in Box 5 of Form W-2
- All income subject to income tax reported in Box 1 of Form W-2, plus elective deferrals
- Compensation, for retirement purposes, is defined as base wages. Any of the following may be included:
 - Longevity pay
 - Overtime pay
 - Shift differentials
 - Pay for periods of absence from work by reason of vacation, holiday, and sickness
 - Workers' compensation weekly benefits (if reported and are higher than regular earnings)
 - A member's pre-tax contributions to a plan established under Section 125 of the IRC
 - Transcript fees paid to a court reporter
 - A taxable car allowance
 - Short term or long term disability payments
 - Payments for achievement of established annual (or similar period) performance goals
 - Payment for attainment of educational degrees from accredited colleges, universities, or for acquisition of job-related certifications
 - Lump sum payments attributable to the member's personal service rendered during the FAC period
 - Other: _____
 - Other 2: _____

NOTE: In either of the above elections, an employee's compensation shall not exceed the annual limit under section 401(a)(17) of the Internal Revenue Code.

- 4. **Loans:** shall be permitted shall not be permitted
If Loans are elected, please complete and attach the *MERS Defined Contribution Loan Addendum*.
- 5. Rollovers from qualified plans are permitted and the plan will account separately for pre-tax and post-tax contributions and earnings thereon.

V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Defined Contribution Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event of any conflict between the MERS Plan Document and the MERS Defined Contribution Plan Adoption Agreement, the provisions of the Plan Document control.

VI. Modification of the terms of the Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

MERS Defined Contribution Plan Adoption Agreement

VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. The Employer acknowledges that employee contributions (if any) and employer contributions must be submitted in accordance with the *MERS Reporting and Contribution Enforcement Policy*, the terms of which are incorporated herein by reference;
4. The Employer acknowledges that late or missed contributions will be required to be made up, including any applicable gains, pursuant to the Internal Revenue Code;
5. Should the Employer fail to make its required contribution(s) when due, MERS may implement any applicable interest charges and penalties pursuant to the *MERS Reporting and Contribution Enforcement Policy* and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended.
6. It is expressly agreed and understood as an integral and non-severable part of this Agreement that Section 43 of the Plan Document shall not apply to this Agreement and its administration or interpretation. In the event any alteration of the terms or conditions of this Agreement is made or occurs, under Section 43 or other plan provision or law, MERS and the Retirement Board, as sole trustee and fiduciary of the MERS plan and its trust reserves, and whose authority is non-delegable, shall have no obligation or duty to administer (or to have administered) the MERS Defined Contribution Plan, to authorize the transfer of any defined benefit assets to the MERS Defined Contribution Plan, or to continue administration by MERS or any third-party administrator of the MERS Defined Contribution Plan.

VIII. Execution

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by _____ on
the ____ day of _____, 20____. (Name of Approving Employer)

Authorized signature: _____

Title: _____

Witness signature: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ Signature: _____
(Authorized MERS Signatory)

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 #17-76

(a Resolution authorizing the purchase of new Election Supplies/Equipment)

BE IT RESOLVED, that the Pennfield Charter Township Board approves the purchase of new Election Supplies/Equipment from Election Source not exceeding \$6000.00.

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 Board Meeting held on September 12, 2017.

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

**PENNFIELD CHARTER TOWNSHIP
REGULAR MEETING MINUTES
AUGUST 8, 2017**

Supervisor Morgan called the meeting to order at 6:00 PM at the Pennfield High School Media Center. Present were: Supervisor Morgan, Clerk Case, Treasurer Jackson, Trustees Damerow, Goodman, Herbstreith and Skelding. There were 13 people present.

CITIZEN/PUBLIC COMMENT

Tiffany Welsh, City of Battle Creek Environmental & Storm Service Manager, was present to give a presentation on a single service trash provider. Randy Ramsey, of CEI, was present to give a presentation on the Pennfield Wastewater Utility Asset Management Plan. Greg Talbot from Talbot Motors stated that he will donate \$50.00 per car sale to the Pennfield Athletic Boosters for any Pennfield resident. Another resident had a question on a single service trash provider.

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 July 11, 2017
2. Utilities Division monthly report – see addendum
3. Code Compliance monthly report – see addendum
4. Permits Department monthly report – see addendum
5. Assessor 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: 262 traffic citations, 242 verbal warnings, 9 traffic crashes, 73 arrests, 67 self generated complaints, 260 dispatched complaints and 1,206 property inspections.

FIRE: Chief Smith was present from the Fire Department to give the monthly report. The stats are as follows: 3 fires, 77 rescue & medical emergencies, 19 hazardous conditions, 5 service calls, 5 good intent calls and 2 false alarms.

UNFINISHED BUSINESS

Pennfield Charter Township Road Project

NEW BUSINESS

1. Adoption of Pennfield Charter Township Resolution 17-71

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-71
(a Resolution approving the adoption of the updated Pennfield Charter Township FOIA Procedures and Guidelines effective August 8, 2017)**

BE IT RESOLVED, that the Pennfield Charter Township Board approves the adoption of the updated Pennfield Charter Township FOIA Procedures and Guidelines effective August 8, 2017.

Moved by: Trustee Damerow	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 17-71 is adopted.**

2. Adoption of Pennfield Charter Township Resolution 17-72

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-72
(a Resolution approving the Hiring of Ryan Herbstreith as paid on call Firefighter)**

BE IT RESOLVED, that the Pennfield Charter Township Board approves the hiring of Ryan Herbstreith as a paid on call Firefighter pending township required physical and background check.

Moved by: Trustee Damerow	Supported by: Trustee Skelding
Supervisor Morgan – Yes	Trustee Damerow – Yes
Clerk Case – Yes	Trustee Goodman – Yes
Treasurer Jackson – Yes	Trustee Herbstreith – Abstain
	Trustee Skelding – Yes

Vote shows 6 yes, 1 abstain and -0- no. **Resolution 17-72 is adopted.**

3. Adoption of Pennfield Charter Township Resolution 17-73

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-73
(a Resolution approving the adoption of the new Pennfield Wastewater Utility Asset Management Plan which was developed under the SAW Grant)**

BE IT RESOLVED, that the Pennfield Charter Township Board approves the adoption of the new Pennfield Wastewater Utility Asset Management Plan dated 05/05/17 which was developed under the SAW Grant.

Moved by: Trustee Damerow 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 17-73 is adopted.**

4. Adoption of Pennfield Charter Township Resolution 17-74

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-74
(a Resolution which will close Pennfield Charter Township’s Defined Benefit Plan to new entrants and adopt a Defined Contribution Plan for new hires)**

BE IT RESOLVED, that the Pennfield Charter Township Board approves the closing of Pennfield Charter Township’s Defined Benefit Plan to new entrants and adopt a Defined Contribution Plan effective September 1, 2017.

Moved by: Trustee Damerow 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 17-74 is adopted.**

5. Discussion and Determination on Appeal of FOIA Denial 17-02

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

TREASURER'S MONTHLY REPORT

July, 2017 monthly report shows the following balances:

General Fund	\$972,916.08
2015 Road Bond	\$111,093.50
Metro Act – Maint.	\$4,090.89
Parks	\$5,365.79
Public Safety	\$350.19
Sewer	\$988,299.36
Sewer – SAW Grant	\$0.00
Water	\$1,189,698.47
Trust & Agency	\$12,653.31
Tax Collection	\$205,783.99
Weed Control	(\$9,309.33)
TOTAL:	\$3,480,942.68

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

PAYMENT OF MONTHLY BILLS

It was moved by Trustee Damerow and supported by Trustee Skelding to approve the payment of the monthly bills in the amount of \$345,948.20. **Motion carried.**

EXTENDED PUBLIC COMMENTS

A resident commented on the pension change, Willard Library, CISD and the roads in Carriage Hills.

BOARD MEMBER COMMENTS

Trustee Damerow – None

Trustee Herbstreith – None

Treasurer Jackson – None

Clerk Case – The Clerk's office received their new voting equipment for upcoming elections.

Trustee Goodman – Thank you to Talbot Motors for donating to the Pennfield Boosters and congratulations to the Township for having a good Audit.

Trustee Skelding – None

ANNOUNCEMENTS MADE BY CHAIRPERSON

The next regularly scheduled Township Board meeting will be Tuesday, September 12, 2017.
The next recycling weekend will be August 26th and 27th.

It was moved by Trustee Damerow and supported by Trustee Skelding to adjourn the meeting at 7:09 PM. **Motion carried.**

David P. Morgan – Supervisor

Kathleen R. Case – Clerk

ADDENDUM A – DEPARTMENT REPORTS

UTILITIES

The stats for the August, 2017 are as follows: 1,200 meter reads, 12 corrective work orders and 12 Miss Digs.

CODE ENFORCEMENT

1. Conducted property inspections for new complaints and follow up inspections of previous complaints.
2. Received 29 new complaints: 19 grass, 6 inoperable vehicles, 4 junk/trash.

ASSESSOR

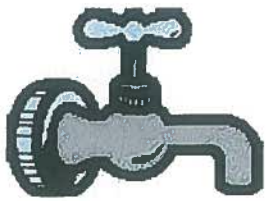
1. All Homestead forms, Property Transfer Affidavits & Deeds are current. There were 14 transfers of property for the month: 13 were regular sales and 1 was foreclosure related.
2. Updated sketches of properties.
3. Miscellaneous phone & in person inquiries about assessments, splits & descriptions.

CEMETERY

Grave sales – 3	\$1,800.00
Foundations – 6	\$1,300.00
Burials – 5	\$2,350.00
TOTAL:	\$5,450.00

PERMITS

Building – 11	\$2,856.40
Electrical – 5	\$758.00
Mechanical – 9	\$1,141.00
Plumbing – 1	\$150.00
Rental – 1	\$160.00
Zoning – 1	\$70.00



Pennfield Township Utility Department Monthly Report for August 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)	3,933,732
Sewer Usage - Metered (Gallons)	10,050,128
Water and Sewer bills sent out	1,833
Shutoff notices sent out	266
Services off for non-payment	5
Services back on for non-payment	2
Services off for vacant properties	1
Final Reads	10
Corrective work orders (repair/install meters, radio read boxes, repair wires)	4
Changes in ownership/tenancy/name reinstate service	20
Miss Digs	20

Special Interest: We shut off and reinstated four services for plumbing repairs this month. We had two service line breaks on Eaton st this month. Which were repaired by Hunter Prell. We had a main break in front of 956 Capital (Fogg Motors). It was repaired Promptly by Hunter Prell. We repaired two hydrants which were broken on Oxford and one on Park this month also.

Sincerely Yours,

Utilites Department

A handwritten signature in black ink, appearing to be "B. Prell", written over a horizontal line.

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

Property Address	Complaint Type	Date Filed	Status
20496 McAllister Road	Inoperable Vehicle	8/7/2017	Closed
8020 Pennfield Road	Junk/Trash	8/1/2017	Closed
8 Oxford	Junk/Trash	8/2/2017	Closed
289 Pennbrook Trail	Grass/Weeds	8/7/2017	Closed
181 Wanondoger Trail	Grass/Weeds	8/7/2017	Closed
250 Pennbrook Trail	Grass/Weeds	8/7/2017	Closed
163 Brigden Drive	Inoperable Vehicle	8/8/2017	Notice
665 E Roosevelt	Junk/Trash	8/7/2017	Closed
239 Hopkins	Grass/Weeds	8/10/2017	Closed
126 Lee Street	Junk/Trash	8/14/2017	Closed
156 S Carleton	Grass/Weeds	8/14/2017	Closed
175 Pickford	Junk/Trash	8/14/2017	Notice
156 S Carleton	Inoperable Vehicle	8/14/2017	Closed
314 Wanondoger Trail	Grass/Weeds	8/14/2017	Closed
366 McAllister Road	Grass/Weeds	8/1/2017	Closed
302 Wanondoger Trail	Grass/Weeds	8/21/2017	Closed
165 Bradley Street	Inoperable Vehicle	8/21/2017	Notice
121 Briars Farm Lane	Front Yard Parking/Storage	8/21/2017	Closed
153 Briars Farm Lane	Front Yard Parking/Storage	8/21/2017	Closed
171 Briars Farm Lane	Front Yard Parking/Storage	8/21/2017	Closed
129 Old Lantern Trail	Front Yard Parking/Storage	8/21/2017	Closed
925 Capital Avenue NE	Inoperable Vehicle	8/21/2017	Notice
205 Glendale	Junk/Trash	8/21/2017	Closed
934 Capital Avenue NE	Grass/Weeds	8/28/2017	Closed
45 Oxford	Grass/Weeds	8/28/2017	Closed
124 Eastwood	Grass/Weeds	8/28/2017	Closed
176 Pickford	Grass/Weeds	8/28/2017	Closed
8715 Bellevue Road	Grass/Weeds	8/28/2017	Closed
213 Adaline	Grass/Weeds	8/28/2017	Closed
10680 Clear Lake Road	Inoperable Vehicle	8/17/2017	Investigation
10724 Clear Lake Road	Front Yard Parking/Storage	8/17/2017	Investigation
Complaint Category		Totals	
Front Yard Parking		5	
Grass		14	
Inoperable Vehicles		6	
Junk / Trash		6	
Township Ordinances		0	
Total Complaints		31	

Monthly Permit List

08/31/17

Building

PB17-072	08/09/2017	DAYTON TERRY & MARCIA	8110 SWIFT RD	ROACH HOME IMPROVEMENT	Pole Barn	\$8,300	195.00
PB17-074	08/01/2017	RUOFF JERRY D II & TRINA A	24049 M-78		Roof	\$3,000	100.00
PB17-075	08/21/2017	PENA JO LENA & BILLIE JO	129 SHARON	GREAT LAKES INS RESTORATIONS	Porch	\$5,500	175.00
PB17-076	08/09/2017	WHITE PATRICIA	22050 EAST AVE NORTH	SOUTHERN MICHIGAN POOL PROS	Pool	\$28,000	195.00
PB17-077	08/15/2017	AGNE CHRISTY	9518 PENNFIELD RD	TENNEYS SIDING & SEAMLESS EAV	Porch	\$16,284	245.00
PB17-078	08/15/2017	RASEY DOUGLAS R	16 EATON		Porch	\$1,652	150.00
PB17-079	08/15/2017	MILLS RICHARD P & BERNISA	238 DICK ST		Alter/Repair	\$150	100.00
PB17-080	08/24/2017	SNYDER TIMOTHY J & ALPHI	22805 CLEAR LAKE RD	RYAN PATRICK HARVEY	1&2 Family Dwelling	\$80,000	506.40

Permit Total: 8

Fee Total: 1,666.40

Electrical

PE17-053	08/01/2017	LONG LEE & DAWN M	189 BRIARS FARM LANE	ALLIANCE ELECTRIC OF MICHIGAN	Alter/Repair	\$0	153.00
PE17-054	08/07/2017	ALFORD WILLIAM F CO INC	1405 CAPITAL AVE NE	MOORE ELECTRICAL SERVICE INC	Commercial, Alter/Repa	\$0	100.00
PE17-055	08/14/2017	J & J MONDAIR, INC	862 NORTH AVE	MEEKHOF ELECTRIC INC	Commercial, Alter/Repa	\$0	100.00
PE17-056	08/21/2017	DAYTON TERRY & MARCIA	8110 SWIFT RD	DRALLETTE BUILDERS, INC	Alter/Repair	\$0	100.00
PE17-057	08/22/2017	HANSEN COLLISION INC	1508 CAPITAL AVE NE	Q3 TECHNOLOGIES LLC	Commercial, Alter/Repa	\$0	213.00
PE17-058	08/23/2017	JAYGOPAL INC	20475 CAPITAL AVE NE	ALL DISCOUNT ELEC	Commercial, Alter/Repa	\$0	192.00
PE17-059	08/23/2017	RIEGEL WESTON L	21857 PINE LAKE RD		Alter/Repair	\$0	100.00
PE17-060	08/28/2017	WHITE PATRICIA	22050 EAST AVE NORTH		Alter/Repair	\$0	100.00
PE17-061	08/29/2017	WAGNER MICHAEL S & DEBR	20001 JESSUP RD		1&2 Family Dwelling	\$0	318.00

Permit Total: 9

Fee Total: 1,376.00

Mechanical

PM17-071	08/01/2017	LONG LEE & DAWN M	189 BRIARS FARM LANE	ALLIANCE ELECTRIC OF MICHIGAN	Alter/Repair	\$0	100.00
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Monthly Permit List

08/31/17

PM17-072	08/02/2017	23412 CAPITAL AVE NE LAND	23412 CAPITAL AVE NE	WILLIAM J COHOON	Alter/Repair	\$0	108.00
PM17-073	08/07/2017	DINKINS PATRICIA & LISHA A	209 INDIAN RD	CTI	Alter/Repair	\$0	100.00
PM17-074	08/07/2017	HOLTZAPPLE MATTHEW	152 MILTON	CTI	Alter/Repair	\$0	100.00
PM17-075	08/09/2017	CLAY VELMA L	77 HARRIET LANE	SIMS ELECTRIC	Alter/Repair	\$0	140.00
PM17-076	08/09/2017	WAGNER MICHAEL S & DEBR	20001 JESSUP RD		1&2 Family Dwelling	\$0	382.00
PM17-077	08/10/2017	BURKART RICHARD & KAREN	23935 EAST AVE NORTH	KIDDER HEATING & A/C INC	Alter/Repair	\$0	151.00
PM17-078	08/10/2017	LeMAIRE ALEXANDER & ASHL	20278 PINE LAKE RD	ROGERS REFRIGERATION INC	Alter/Repair	\$0	100.00
PM17-079	08/17/2017	MAHER MARY C T	19001 EAST AVE NORTH	SIMS HEATING & COOLING	Alter/Repair	\$0	146.00
PM17-080	08/21/2017	HOLTZAPPLE MATTHEW	152 MILTON	DAN WOOD CO., INC	Alter/Repair	\$0	142.00

Permit Total: 10

Fee Total: 1,469.00

Plumbing

PP17-020	08/21/2017	HANSEN COLLISION INC	1508 CAPITAL AVE NE	CROOKS PLUMBING & HTG	Commercial, Alter/Repa	\$0	162.00
PP17-021	08/28/2017	CLAY VELMA L	77 HARRIET LANE	CLYDE HANGER PLUMBING & HEAT	Alter/Repair	\$0	142.00
PP17-022	08/30/2017	SCHWARTZ THOMAS & LEANE	18501 11 MILE RD	WILBUR'S PLBG MAINTENANCE	1&2 Family Dwelling	\$0	290.00
PP17-023	08/31/2017	PRICE GEORGE A & MARY TR	8432 PENNFIELD RD	WILBUR'S PLBG MAINTENANCE	Alter/Repair	\$0	100.00

Permit Total: 4

Fee Total: 694.00

ZONING

PZ17-015	08/24/2017	BEARDSLEY RICHARD A & JIL	197 MILTON		Fence	\$4,000	70.00
PZ17-016	08/22/2017	VAN HOESEN FREDERICK T	10293 GORSLINE RD	JUSTICE FENCE	Fence	\$0	70.00
PZ17-017	08/22/2017	MYLES ERIC TALANDA	141 WAGON WHEEL LANE	HOMETOWN BUILDER LLC	Fence	\$2,400	70.00
PZ17-018	08/31/2017	PHELPS CHRISTOPHER L & PA	34 E MEADOWLAWN		Fence	\$200	70.00

Permit Total: 4

Fee Total: 280.00

Monthly Permit List
08/31/17

Permit Total: 35

Total Fees: 5,485.40

Pennfield Charter Township

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

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

To: Dave Morgan Supervisor

From: Daniel Brunner, Assessor

Re: August Status Report

Date: 9/05/2017

- * Processed 15 transfers of property (12) Arms-Length Sales, (3) Foreclosure Related
- * All Deeds, homestead & Transfer affidavits are current
- * Updating sketches of properties
- * Miscellaneous phone & in person inquiries about assessments, splits & descriptions

PENNFIELD CHARTER

PROPERTY TRANSFERS 8/01/2017 THRU 8/31/2017

09/05/2017

Page 1 / 1

PROPERTY ADDRESS	HOUSE STYLE	SIZE	ACREAGE	CLASS	SALE PRICE	SEV	TYPE OF SALE	SALE DATE
1 120 ADALINE 13-18-760-011-00	RANCH	995 sq ft	0.21	401	32,000	28,600	FORECLOSURE RESALE GOODWIN JAYME V	08/11/2017
2 8688 BASELINE RD 13-18-003-045-70	RANCH	1,341 sq ft	2.25	401	175,000	71,020	ARMS-LENGTH SHEPHERD DANIEL	08/18/2017
3 201 EASTWOOD 13-18-882-042-00	RANCH	1,200 sq ft	0.20	401	79,000	25,000	ARMS-LENGTH HUFFORD DALTON	08/17/2017
4 151 EASTWOOD 13-18-880-036-00	RANCH	925 sq ft	0.20	401	68,900	43,290	ARMS-LENGTH WYGANT MICHAEL JR	08/03/2017
5 66 GARDEN 13-18-860-034-00	RANCH	1,148 sq ft	0.21	401	68,000	38,950	ARMS-LENGTH MOORE GARY L	08/09/2017
6 0 MC ALLISTER RD 13-18-022-655-40	RANCH	0 sq ft	2.00	402	17,000	6,190	ARMS-LENGTH PHILLIPS DREW W A & HEATHER	08/10/2017
7 220 PENNBROOK TRAIL 13-18-984-095-00	RANCH	1,362 sq ft	0.59	401	147,000	68,430	ARMS-LENGTH OCONELL RYAN M	08/09/2017
8 9775 PENNFIELD RD 13-18-022-639-10	MODULAR	1,104 sq ft	2.00	401	137,000	52,640	ARMS-LENGTH GILL JUSTIN M & DANNA M	08/10/2017
9 136 PHEASANTWOOD TRAIL 13-18-235-032-00	RANCH	1,628 sq ft	0.84	401	226,000	103,570	ARMS-LENGTH ZEITHAMMEL CODY K & MICHELLE M	08/31/2017
10 9523 PINE HILL DRIVE 13-18-112-030-00	RANCH	1,300 sq ft	0.26	401	37,500	45,980	ARMS-LENGTH GOODWIN JAYME VANCE	08/18/2017
11 20446 PINE LAKE RD 13-18-200-031-00	RANCH	960 sq ft	0.76	401	128,000	46,850	ARMS-LENGTH HUBBERT ANDREW	08/25/2017
12 22365 PINE LAKE RD 13-18-011-281-10	2 STORY	1,425 sq ft	1.35	401	76,000	58,220	FORECLOSURE RESALE BORAT RENTALS, LLC	08/02/2017
13 23264 STRUWIN RD 13-18-004-076-00	1 1/2 STORY	1,350 sq ft	40.28	401	0	71,520	FORECLOSURE REDEEMED SLOAN KIRSTIEN & MAC COSS	08/22/2017
14 20 SUNSET BLVD W 13-18-860-023-00	MODULAR	1,248 sq ft	0.25	401	79,500	48,350	ARMS-LENGTH HICKS PRESTON	08/25/2017
15 256 VIKING DRIVE 13-18-882-079-00	RANCH	875 sq ft	0.38	401	81,000	40,090	ARMS-LENGTH TRAXLER WAYNE	08/11/2017

SHERIFF FORECLOSURE: Initial foreclosure of property

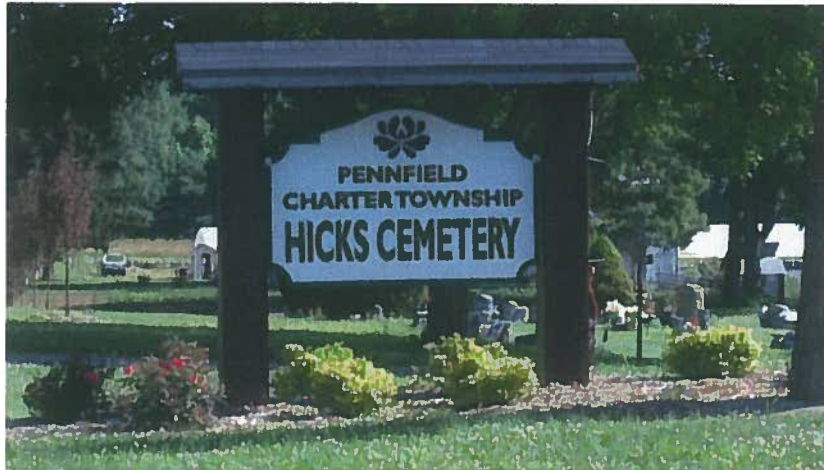
FORECLOSURE JUDGMENT: County owns for back taxes

FORECLOSURE RESALE: Sale by bank to individual

FORECLOSURE TRANSFER: Transfer from bank to bank

MONTHLY CEMETERY REPORT

AUGUST, 2017



Grave sales – 3	\$1,950.00
Foundations – 2	\$500.00
Burials – 4	\$1,950.00
TOTAL:	\$4,400.00

Submitted by:

Kathy Case
Clerk

Pennfield Township - LifeCare Ambulance Response Times

Priority 1 - Lights & Siren response

Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
52	51	43	46	51	34
5	4	3	4	4	4
90.4%	92.2%	93.0%	91.3%	92.2%	88.2%

6 month reporting period
Jan -Jun YTD

277
24
91.3%

Priority 3 - Immediate response

Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
34	41	35	42	39	45
2	3	2	3	2	3
93.3%	92.7%	94.3%	92.9%	94.9%	93.3%

6 month reporting period
Jan -Jun YTD

236
15
93.6%

Priority 1 - Lights & Siren response

Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
46	55				
4	6				
91.3%	89.1%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

6 month reporting period
July -Dec YTD

101
10
90.1%

Priority 3 - Immediate response

Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
38	36				
2	2				
94.7%	94.4%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

6 month reporting period
July -Dec YTD

74
4
94.6%

Pennfield Charter Township

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

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

9/5/17

To: Township Board Members

From: Brandi DeShon

RE: Zoning Monthly Report for August 2017

Zoning Report:

Township Permits Reviewed & Signed – Zoning

Calls Received and Made Regarding Zoning Issues

We did not have a Planning Commission meeting in August, there was nothing to discuss.

ZBA met on August 17, 2017 for Mr. Mrozinski of 342 Arcadia Blvd. The request was for building a new home with a larger footprint than the home that had burnt. He asked for relief of four feet to build eleven feet from the side property line and relief of ten feet to build twenty feet from the rear property line. The variance was approved with all members voting yes.

ZBA met on August 17, 2017 for Rhema Word Outreach of 21342 Capital Ave. N.E. The request was for a new sign. Pastor's Cheryl & KC Jones asked for relief of three feet and four inches in clearance from the bottom of the sign to the ground. They also asked for relief of one foot and eight inches for exceeding the maximum height of the sign. The variance was approved with all members voting yes.

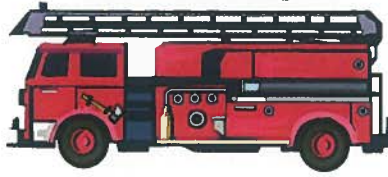
We are continuing to monitor Talbott Motors.

Sincerely,



Brandi DeShon

▫Pennfield Charter Township Fire Department
Aug 2017
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:

Trailer got lettered and we are still mounting equipment.

Station Maintenance:

N/A

Personal

Three firefighters are in MFR class and doing well.

Public Education / Public Relations:

Starting to set up Fire prevention for the Schools and open house.

Call Activity:

1. The fire department answered 94 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 = 768 calls

Shift Officers:

Staff Meeting held on two Fridays

Billing:

0 – sent in for the month.

Respectfully,

Tim Smith
Fire Chief

Pennfield Township FD

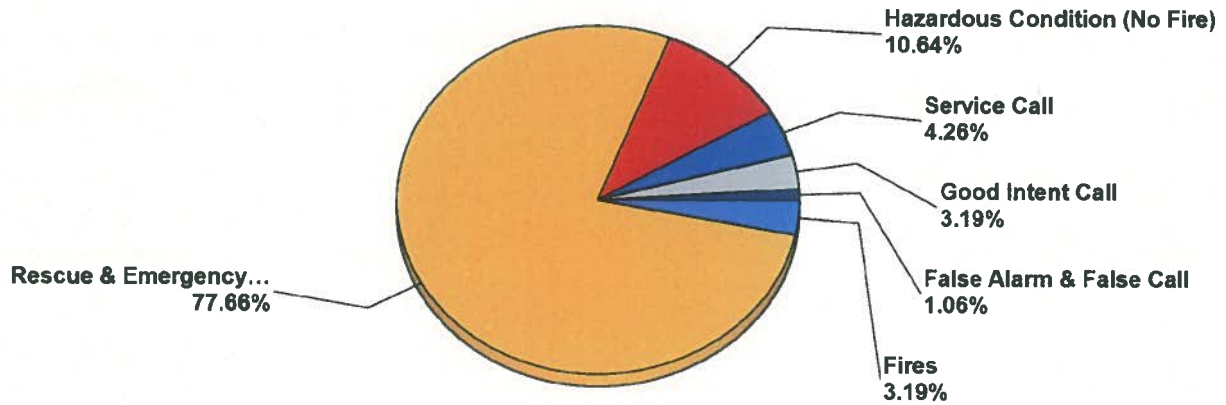
Battle Creek, MI

This report was generated on 9/5/2017 11:31:53 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 08/01/2017 | End Date: 08/31/2017



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	3.19%
Rescue & Emergency Medical Service	73	77.66%
Hazardous Condition (No Fire)	10	10.64%
Service Call	4	4.26%
Good Intent Call	3	3.19%
False Alarm & False Call	1	1.06%
TOTAL	94	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	2	2.13%
113 - Cooking fire, confined to container	1	1.06%
311 - Medical assist, assist EMS crew	1	1.06%
321 - EMS call, excluding vehicle accident with injury	70	74.47%
322 - Motor vehicle accident with injuries	2	2.13%
400 - Hazardous condition, other	6	6.38%
412 - Gas leak (natural gas or LPG)	1	1.06%
424 - Carbon monoxide incident	1	1.06%
463 - Vehicle accident, general cleanup	2	2.13%
551 - Assist police or other governmental agency	1	1.06%
561 - Unauthorized burning	3	3.19%
611 - Dispatched & cancelled en route	3	3.19%
721 - Bomb scare - no bomb	1	1.06%
TOTAL INCIDENTS:	94	100.00%

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



Office of the Sheriff
Calhoun County, Michigan
Pennfield Township Report

Monthly Stats for Pennfield Township: August 2017

	<u>Current</u> <u>Month</u>	<u>Yearly</u> <u>Totals</u>	<u>2016</u> <u>Same Month</u>
Traffic citations	114	1562	292
Verbal warnings	164	1558	278
Traffic crashes	15	116	14
Arrests	64	616	65
Self generated comp.	44	456	45
Dispatched comp.	275	1838	216
Property inspections	1505	10005	1430

Calls Handled by Type:

Narcotics – 4
Retail Fraud – 4
911 Hang Up – 17
CSC – 2
Larceny – 15
Citizen Assist – 10
B&E – 6
Animal Complaint – 22
Peace Officer – 2
Overdose – 4
Assault – 1
Fraud – 3
Domestic – 8
MDOP - 7



Office of the Sheriff Calhoun County, Michigan

Pennfield Township Report

The Calhoun County Office of the Sheriff Pennfield Team responded to 275 calls for service in the month of August and had 44 patrol generated complaints. Deputies wrote 114 citations for the month. The Pennfield Team made 3 Operating While Intoxicated arrest and investigated 4 drug related incidents.

A deputy was traveling south on North Avenue when a vehicle failed to stop at the stop sign at Coolidge Street, then crashed into the deputy. The crash was investigated by the Michigan State Police and the operator of the at fault vehicle was found to be intoxicated. While the wrecker driver was removing the at fault driver's vehicle from a yard, it was struck by another unrelated vehicle. The driver of that vehicle and one of the passengers took off on foot. A Calhoun County K9 attempted a track with no one being located. The intoxicated passenger who stayed in the vehicle stated that he had no idea who was driving the vehicle. The deputy is currently off duty while undergoing physical therapy.

Deputies were dispatched to the area of Garden Ave and NE Capital for several reports of larcenies from vehicles. One witness saw a Buick leaving Limewood Apartments after seeing subjects prowling around. The Pennfield Units made a stop at Roosevelt and North Avenue on a purple Buick with no plate shortly after the information was dispatched. Deputies observed numerous items in the vehicle which they suspected were recently stolen. A resident of Garden Avenue positively identified some of the suspected stolen property as theirs. The rest of the suspected stolen property was taken to the Pennfield Office where deputies are seeking out the rightful owners. There was one adult and three juveniles in the vehicle at the time. The adult was taken to jail and juvenile petitions were sent to the prosecutor's office for review.

Deputies were dispatched to a larceny of a purse at McDonald's. The thief took the purse off the back of a females chair and ran out of the restaurant. Deputies were able to identify the thief after reviewing security footage. Deputies attempted to locate the thief but were unsuccessful. A warrant request was sent to the prosecutor's office for review.

Lt. Wiersma