

PENNFIELD CHARTER TOWNSHIP

REGULAR MEETING MINUTES

MARCH 8, 2011

Supervisor Behnke called the meeting to order at 6:30 pm at the Pennfield Middle School cafeteria. Present were Supervisor Behnke, Clerk Case, Treasurer Phillips, Trustees Bartlett, Beard, Bordine-

Houseman and Ensign. There were 30 residents present.

PRESENTATIONS/PROCLAMATIONS

Boy Scout Troop 374 was in attendance for the Presentation of Colors and the Pledge of Allegiance.

CITIZEN PUBLIC COMMENT

Calhoun County 4th District Commissioner Steve Frisbie was present and gave an update on

9-1-1 Dispatch and the Ott Preserve.

ADDITIONS/DELETIONS TO AGENDA

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

CONSENT AGENDA

It was moved by Trustee Bartlett and supported by Trustee Beard to accept the Consent Agenda as presented. **Motion carried.** The Consent Agenda consists of the following items:

1. Meeting Minutes of February 8, 2011
2. Utilities Division monthly report (see Addendum A)
3. Code Compliance monthly report (see Addendum A)
4. Permit Department monthly report (see Addendum A)

5. Assessors Department monthly report (see Addendum A)

DEPARTMENT REPORTS

POLICE: Lt. Steve Eddy was present from the Calhoun County Sheriff's Department to give the report. The stats for the month are as follows: 111 traffic citations, 119 verbal warnings, 23 traffic crashes, 41 arrests, 84 self generated complaints, 235 dispatched complaints and 1,406 property inspections.

FIRE: Chief Smith was present to give the report. The monthly report shows that there were 73 calls as follows: 4 fire, 1 over-pressure rupture/ explosion/over-heat (no fire), 55 rescue & emergency, 4 hazardous conditions (no fire), 4 service calls, 6 good intent calls, 7 false alarms.

UNFINISHED BUSINESS

None

NEW BUSINESS

1. **Adoption of Pennfield Charter Township ordinance No. 621A-03-11**

ORDINANCE NUMBER 621A-03-11 OF 2011

AN ORDINANCE AMENDING THE PENNFIELD CHARTER TOWNSHIP

CODE OF ORDINANCES TO EXTEND A MORATORIUM ON THE

ESTABLISHMENT OF BUSINESSES AND THE ISSUANCE OF PERMITS OR

LICENSES FOR LAND USES RELATED TO THE SALE OR DISPENSATION

OF MEDICAL MARIJUANA.

THE CHARTER TOWNSHIP OF PENNFIELD ORDAINS:

SECTION 1. Article III of Chapter 2, Section 3-1 of the Pennfield Charter Township Code is hereby amended to read as follows:

Article III. Moratoriums

Section 3-1 Moratorium on Sale or Dispensation of Medical Marijuana

A. A moratorium is established on the issuance of all permits, licenses, and approvals, including building permits, and certificates of occupancy, in regard to land uses associated with the sale or dispensation of medical marijuana from the effective date hereof, until **September 8, 2011** or the effective date of the adoption of proper text amendments to the Zoning Ordinance and any necessary licensing requirements, whichever occurs first.

B. Notwithstanding paragraph A., during the term of the moratorium a caregiver, as defined by the Michigan Medical Marijuana Act, P.A. 2008, Initiated Law, MCL 333.26421 et. seq., is not precluded from growing and providing medical marijuana to up to five patients with whom he or she is linked through the State of Michigan registry. Such caregiver shall not, however, have a claim to legal nonconforming status based upon this land use during the term of the moratorium.

C. All Township boards and commissions are asked and authorized to give their analysis and recommendation regarding a zoning ordinance or licensing regulation concerning the sale and dispensation of medical marijuana top priority.

SECTION 2. SAVINGS CLAUSE. A prosecution which is pending on the effective date of this ordinance and which arose from a violation of an ordinance repealed by this ordinance, or a prosecution which is started within one (1) year after the effective date of this ordinance arising from a violation of an ordinance repealed by this ordinance and which was committed prior to the effective date of this ordinance, shall be tried and determined exactly as if the ordinance had not been repealed.

SECTION 3. SEVERABILITY OF INVALID PROVISIONS. If any provision of this Ordinance shall be held invalid, its invalidity shall not affect any other provisions of this Ordinance that can be given effect without the invalid provision, and for this purpose the provisions of this Ordinance are hereby declared to be severable.

SECTION 4. EFFECTIVE DATE. This Ordinance is effective on the date of publication pursuant to MCL 42.22, which publication shall take place within thirty days from the date of adoption and shall be in a local newspaper of general circulation. Publication of a summary of this Ordinance, as part of the published proceedings of the Township Board, shall constitute publication of the Ordinance.

Moved by: Trustee Bartlett Supported by: Trustee Beard

Supervisor Behnke – Yes Trustee Bartlett – Yes

Clerk Case – Yes Trustee Beard – Yes

Treasurer Phillips – Yes Trustee Bordine-Houseman – Yes

Trustee Ensign – Yes

Vote shows 7 yes, -0- no and -0- excused. **Ordinance #621A-03-11 of 2011 is adopted.**

2. Adoption of Pennfield Charter Township Ordinance No. 59A-03-11 of 2011

ORDINANCE NUMBER 59A-03-11 OF 2011

AN ORDINANCE TO AMEND CERTAIN SECTIONS OF THE PENNFIELD CHARTER TOWNSHIP CODE OF ORDINANCES SO AS TO DESIGNATE AN ENFORCING AGENCY TO DISCHARGE THE RESPONSIBILITY OF THE CHARTER TOWNSHIP OF PENNFIELD LOCATED IN CALHOUN COUNTY, AND TO DESIGNATE REGULATED FLOOD HAZARD AREAS UNDER THE PROVISIONS OF THE STATE CONSTRUCTION CODE ACT, ACT. NO. 230 OF THE PUBLIC ACTS OF 1972, AS AMENDED.

THE CHARTER TOWNSHIP OF PENNFIELD HEREBY ORDAINS:

SECTION 1. Section 10-125 of the Pennfield Charter Township Code of Ordinances is hereby amended to read as follows:

Section 10-125. Designation of Regulated Flood Prone Hazard Areas.

Federal Emergency Management Agency (FEMA) Flood Insurance Study (FIS) entitled Calhoun County, Michigan and dated April 4, 2011 and the Flood Insurance Rate Map(s) panel number(s) of 0045C, 0065C, 0181C, 0182C, 0183C, 0184C and 0205C, and dated April 4, 2011 are adopted by reference for the purposes of administration of Floodplain Management and administration of the Michigan Construction Code, and declared to be a part of Section 1612.3 of the Michigan Building Code, and to provide the content of the "Flood Hazards" section of Table R301.2(1) of the Michigan Residential Code.

SECTION 2. Subparagraph "(a)" of Section 10-127 of the Pennfield Charter Twp. Code of Ordinances is hereby amended to read as follows:

(a) Agency Designated.

Pursuant to the provisions of the State Construction Code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, the Building Official of the Charter Township of Pennfield is hereby designated as the enforcing agency to discharge the responsibility of the Charter Township of Pennfield

under act 230, of the Public Acts of 1972, as amended, State of Michigan. The Building Inspector of the Charter Township of Pennfield is hereby designated as the enforcing agency to discharge the responsibilities of the Charter Township of Pennfield for floodplain management unrelated to the State Construction Code, including, but not necessarily limited to, zoning ordinances, subdivision regulations, health regulations, special purpose ordinances (such as a floodplain ordinance, grading ordinance and erosion control ordinance), and other applications of police power that provided standards for the purpose of flood damage prevention and reduction. The Charter Township of Pennfield assumes responsibility for the administration and enforcement of said Act throughout the corporate limits of the community adopting this ordinance.

SECTION 3. Subparagraph "(b)" of Section 10-127 of the Pennfield Charter Township Code of Ordinances is hereby amended to read as follows:

(b) Code Appendix Enforced.

Pursuant to the provisions of the State Construction Code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, Appendix G of the Michigan Building Code shall be enforced by the enforcing agency within the Charter Township of Pennfield.

SECTION 4. SEVERABILITY OF INVALID PROVISIONS. If any provision of this Ordinance shall be held invalid, its invalidity shall not effect any other provisions of this Ordinance that can be given effect without the invalid provision, and for this purpose the provisions of this Ordinance are hereby declared to be severable.

SECTION 5. REPEAL. Subparagraphs "(c)", "(d)", and "(e)" of Section 10-127, together with Section 10-128, and Section 10-129 of the Pennfield Charter Code of Ordinances, are hereby repealed. All ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this ordinance full force and effect.

SECTION 6. SAVINGS CLAUSE. A prosecution which is pending on the effective date of this ordinance and which arose from a violation of an ordinance repealed by this ordinance, or a prosecution which is started within one (1) year after the effective date of this ordinance arising from a violation of an ordinance repealed by this ordinance and which was committed prior to the effective date of this ordinance, shall be tried and determined exactly as if the ordinance had not been repealed.

SECTION 7. EFFECTIVE DATE. This Ordinance shall take effect on the date of publication pursuant to MCL 42.22 which publication shall take place within thirty days from the date of adoption and shall be in a local newspaper of general circulation.

Moved by: Trustee Bartlett Supported by: Trustee Beard

Supervisor Behnke – Yes Trustee Bartlett – Yes

Clerk Case – Yes Trustee Beard – Yes

Treasurer Phillips – Yes Trustee Bordine-Houseman – Yes

Trustee Ensign – Yes

Vote shows 7 yes, -0- no and -0- excused. **Ordinance #59A-03-11 of 2011 is adopted.**

3. Adoption of Pennfield Charter Township Resolution 11-03

RESOLUTION 11-03

(A Resolution to Manage Floodplain Development for the National Flood Insurance Program)

WHEREAS, the Community of Pennfield Charter Township currently participates in the Federal Emergency Management Agency's (FEMAs) National Flood Insurance Program (NFIP) by complying with the program's applicable statutory and regulatory requirements for the purposes of significantly reducing flood hazards to persons, reducing property damage, and reducing public expenditures, and providing for the availability of flood insurance and federal funds or loans within its community, and

WHEREAS, the NFIP requires that floodplain management regulations must be present and enforced in participating communities, and utilize the following definitions which also apply for the purposes of this resolution:

1. Flood or Flooding means:

- a. A general and temporary condition of partial or complete inundation of normally dry land areas from: 1) the overflow of inland or tidal waters, 2) the unusual and rapid accumulation or runoff of surface waters from any source, 3) mudflows, and
- b. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by

an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding, as defined in paragraph (a)(1) of this definition.

2. Flood Hazard Boundary Map (FHBM) means an official map of a community, issued by the FEMA, where the boundaries of the flood, mudslide (i.e., mudflow) related erosion areas having special hazards have been designated as Zone A, M, and/or E. (This is to be included only if the FEMA has issued a FHBM for the community).

3. Floodplain means any land area susceptible to being inundated by water from any source (see definition of flooding).

4. Floodplain management means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works, and floodplain management regulations.

5. Floodplain management regulations means zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as a floodplain ordinance, grading ordinance and erosion control ordinance), and other applications of police power that provide standards for the purpose of flood damage prevention and reduction.

Structure means a walled and roofed building that is principally above ground, gas or liquid storage facility, as well as a mobile home or manufactured unit.

6. Structure means a walled and roofed building that is principally above ground, gas or liquid storage facility, as well as a mobile home or manufactured unit.

WHEREAS, the Stille-Derossett-Hale Single State Construction Code Act, Act No. 230 of Public Acts of 1972, as amended (construction code act), along with its authorization of the state construction code composed of the Michigan Residential Code and the Michigan Building Code [and its Appendices (specifically Appendix G if adopted by the community)] contains floodplain development and management regulations that comply with the FEMA NFIP minimum floodplain management criteria for flood prone areas, as detailed in Title 44 of the Code of Federal Regulations (44 CFR), Section 60.3, and

WHEREAS, by an ordinance adoption action March 8, 2011, the community accepted the responsibility to administer, apply, and enforce the provisions of the construction code act and the state construction code, specifically the Michigan Residential Code and the Michigan Building Code, to all construction within its community boundaries.

NOW THEREFORE BE IT RESOLVED, to maintain eligibility and continued participation in the NFIP,

1. The community directs its designated enforcing agent for the construction code act, as its Building Inspector, to administer, apply, and enforce the floodplain management regulations as contained in the state construction code and to be consistent with those regulations by:

a. Obtaining, reviewing, and reasonably utilizing flood elevation data available from federal, state, or other sources pending receipt of data from the FEMA to identify the flood hazard area and areas with potential flooding.

b. Ensuring that all permits necessary for development in floodplain areas have been issued, including a floodplain permit, approval, or letter of no authority from the Michigan Department of Environmental Quality under the floodplain regulatory provisions of Part 31, "Water Resources Protection," of the Nature Resources and Environmental Protection Act, 1994 PA 451, as amended.

c. Reviewing all permit applications to determine whether the proposed building sites will be reasonably safe from flooding. Where it is determined that a proposed building will be located in a flood hazard area or special flood hazard area, the construction code act enforcing agent shall implement the following applicable codes according to their terms:

1. Floodplain management regulation portions and referenced codes and standards of the current Michigan Residential Code.

2. Floodplain management regulation portions and referenced codes and standards of the current Michigan Building Code.

d. Reviewing all proposed subdivisions to determine whether such proposals are reasonably safe from flooding and to ensure compliance with all applicable floodplain management regulations.

e. Assisting in the delineation of flood hazard areas; providing information concerning uses and occupancy of the floodplain or flood-related erosion areas, maintaining floodproofing and lowest floor construction records, cooperating with other officials, agencies, and persons for floodplain management.

f. Advising FEMA of any changes in community boundaries, including appropriate maps.

g. Maintaining records of new structures and substantially improved structures concerning any certificates of floodproofing, lowest floor elevation, basements, floodproofing, and elevations to which structures have been floodproofed.

2. The community assures the Federal Insurance Administrator (Administrator) that it intends to review, on an ongoing basis, all amended and revised FHBMs and Flood Insurance Rate Maps (FIRMs) and related supporting data and revisions thereof and revisions of 44 CFR, Part 60, Criteria for Land Management and Use, and to make such revisions in its floodplain management regulations as may be necessary to continue to participate in the program.

3. The community further assures the Administrator that it will adopt the current effective FEMA Flood Insurance Study (FIS), FHBMs, and/or the FIRMs by reference within its floodplain Management Map Adoption Ordinance or similarly binding ordinance documentation.

Moved by: Trustee Bartlett Supported by: Trustee Beard

Supervisor Behnke – Yes Trustee Bartlett – Yes

Clerk Case – Yes Trustee Beard – Yes

Treasurer Phillips – Yes Trustee Bordine-Houseman – Yes

Trustee Ensign – Yes

Vote shows 7 yes, -0- no and -0- excused. **Resolution 11-03 is adopted.**

4. Adoption of Pennfield Charter Township Resolution 11-04

PENNFIELD CHARTER TOWNSHIP RESOLUTION 11-04

(A resolution authorizing the Township Supervisor to sign an agreement with Siegfried Crandall, PC for complete auditing services for Fiscal Year 2010-11 at a total cost not to exceed \$10,850.00)

BE IT RESOLVED, that the Township Board hereby directs the Township Supervisor to sign an agreement with Siegfried Crandall, PC for auditing services for fiscal year 2010-11 at a cost not to exceed \$10,850.00.

Moved by: Trustee Bartlett Supported by: Trustee Beard

Supervisor Behnke – Yes Trustee Bartlett – Yes

Clerk Case – Yes Trustee Beard – Yes

Treasurer Phillips – Yes Trustee Bordine-Houseman – No

Trustee Ensign – Yes

Vote shows 6 yes, 1 no and -0- excused. **Resolution 11-04 is adopted.**

5. Adoption of Pennfield Charter Township Resolution 11-05

PENNFIELD CHARTER TOWNSHIP RESOLUTION 11-05

(a Resolution amending the monthly municipal water consumption rate as well as the monthly sanitary sewer consumption rate and the monthly sanitary sewer readiness to serve charge effective April 1, 2011)

WHEREAS, the City of Battle Creek is in the process of increasing the monthly municipal water consumption rate and sanitary sewer consumption rate that it charges the Charter Township of Pennfield by 5%, and

WHEREAS, the City of Battle Creek is also in the process of increasing the monthly sanitary sewer readiness to serve charge by 5%, so

THEREFORE BE IT RESOLVED, that Pennfield Township Board hereby sets the following water and sewer charges effective April 1, 2011:

WATER

Monthly Consumption Rate (per 100 cubic feet) 2.96

SEWER

Monthly Consumption Rate (per 100 cubic feet) 2.29

Monthly Readiness to Serve Rate for 5/8 inch and ¾ inch

sewer meters 11.05

Monthly Readiness to Serve Rate for the following sewer meter sizes:

1 inch meter 27.63

1.5 inch meter 55.25

2 inch meter 88.39

3 inch meter 165.73

4 inch meter 276.22

6 inch meter 552.43

8 inch meter 883.89

10 inch meter 1,270.59

Monthly Flat Rate for un-metered sewer account 33.95

AND FURTHER BE IT RESOLVED, that the adoption of this resolution hereby amends Pennfield Charter Township Resolution 08-02.

Moved by: Trustee Bartlett Supported by: Trustee Beard

Supervisor Behnke – Yes Trustee Bartlett – Yes

Clerk Case – Yes Trustee Beard – Yes

Treasurer Phillips – Yes Trustee Bordine-Houseman – Yes

Trustee Ensign – Yes

Vote shows 7 yes, -0- no and -0- excused. **Resolution 11-05 is adopted.**

6. Adoption of Pennfield Charter Township Resolution 11-06

PENNFIELD CHARTER TOWNSHIP RESOLUTION 11-06

(a Resolution reappointing Jim Lawrence, 109 Elm Street, Battle Creek, Michigan, to the AMSA Construction Board of Appeals)

BE IT RESOLVED, that the Pennfield Township Board hereby approves the reappointment of Jim Lawrence to another six (6) year term on the AMSA Construction Board of Appeals effective immediately.

Moved by: Trustee Bartlett Supported by: Trustee Beard

Supervisor Behnke – Yes Trustee Bartlett – Yes

Clerk Case – Yes Trustee Beard – Yes

Treasurer Phillips – Yes Trustee Bordine-Houseman – Yes

Trustee Ensign – Yes

Vote shows 7 yes, -0- no and -0- excused. **Resolution 11-06 is adopted.**

7. Adoption of Pennfield Charter Township Resolution 11-07

PENNFIELD CHARTER TOWNSHIP RESOLUTION 11-07

(a Resolution adopting general charge fees within Pennfield Township

effective April 1, 2011)

BE IT RESOLVED, that the Pennfield Township Board hereby adopts the following general charge fees effective April 1, 2011:

WATERDEPARTMENT-

Tenant deposit for **Residential** and **Commercial** water account 49.00

Penalty for delinquent amount owed on account 10%

(No penalty for seniors age 62 and over)

Water turn on (service shut off for non-pay) during business hours 50.00

(Payment must be made no later than 1 hour prior to close)

Water turn on after business hours 75.00

Permit to use fire hydrant 50.00

Consumption Rate (per 100 cubic feet) 2.96

Readiness to Serve Rate per day .30

SEWERDEPARTMENT-

Tenant deposit for **Residential** and **Commercial** sewer account 49.00

Penalty for delinquent amount owed on account 10%

(No penalty for seniors age 62 and over)

ZONING PERMIT APPLICATION FEES-

Zoning Permit for Accessory Buildings less than 200 sq. ft. 50.00

Fence Permit 50.00

Special Land Use Permit 375.00

Zoning Ordinance Variance 295.00

Proposed Amendment to Zoning Ordinance 375.00

Re-Zoning Request 375.00

Mobile Housing Temporary (Twp Bd. Approval) 350.00

Interpretation of Zoning Ordinance 295.00

NEW PLAT/SITE CONDO SUBDIVISIONS-

Pre-Preliminary No Charge

Preliminary Plat Plus \$5.00 per lot 250.00

Preliminary Site Condo Plus \$5.00 per lot 250.00

Final Plat Plus \$5.00 per lot 250.00

Site Condo plus \$5.00 per lot 250.00

Land Division/Property Splits plus \$25.00 per parcel 100.00

Private Road 275.00

Site Plan Review Plus Cost of Engineering Fees Listed Below 350.00(plus costs)

Type of Development	Drainage Review Only Design Site Visit Total	Sewer or Water & Drainage Review Design Site Visit Total	Sewer, Water & Drainage Review Design Site Visit Total
Single Family Residential One Parcel	\$240 \$240 \$480	\$290 \$290 \$580	\$335 \$335 \$670
Single Family Residential 5 or More Land Divisions	\$270 \$380 \$650	\$405 \$450 \$855	\$450 \$570 \$1,020
Single Family Residential Plats & Condominiums	\$500 \$510 \$1,010	\$635 \$570 \$1,205	\$770 \$760 \$1,530
Site Plans	\$360 \$450 \$810	\$450 \$570 \$1,020	\$540 \$600 \$1,140
Manufactured Home Parks	\$500 \$570 \$1,070	\$680 \$570 \$1,250	\$860 \$760 \$1,620
Other Governmental Improvement Plans	\$270 \$380 \$650	\$405 \$400 \$805	\$450 \$500 \$950

MISCELLANEOUS CHARGES-

Notary Public No Charge for residents

Notary Public Non residents: \$1.00 per page

Voter & Homeowner Lists 1 cent per name + 3 cents for label

Return checks (non-sufficient funds) \$25.00

Computer printouts or copies 50 cents per page

Going Out of Business License \$50.00

Peddlers/Solicitors Permit \$25.00 per person, per year

FREEDOM OF INFORMATION REQUEST-

Time/Hourly Rate Lowest paid Township Office

employee capable of retrieving

requested information

Copy Rate 50 cents per page

Postage Rate current rate set by USPS

Address signs \$15.00 for sign

\$25.00 for installation

Senior citizen: \$12.00 for sign

Senior citizen: \$20.00 for installation

Moved by: Trustee Bartlett Supported by: Trustee Beard

Supervisor Behnke – Yes Trustee Bartlett – Yes

Clerk Case – Yes Trustee Beard – Yes

Treasurer Phillips – Yes Trustee Bordine-Houseman – Yes

Trustee Ensign – Yes

Vote shows 7 yes, -0- no and -0- excused. **Resolution 11-07 is adopted.**

TREASURER'S REPORT

February, 2011 report shows the following balances on hand:

General Fund \$740,825.27

DDA \$1,802.62

Metro Act-Maint. \$12,989.49

Parks \$13,007.45

Public Safety \$26.26

Sewer \$836,387.24

Water \$647,874.12

Trust & Agency \$6,400.00

Tax Collection \$618,441.13

TOTALS \$2,877,753.58

It was moved by Trustee Bartlett and supported by Trustee Beard to approve the Treasurer's report as present. **Motion carried.**

PAYMENT OF BILLS

It was moved by Trustee Bartlett and supported by Trustee Beard to approve the payment of the monthly bills in the amount of \$186,070.95. **Motion carried.**

EXTENDED CITIZEN COMMENTS

One citizen commented on changing the name of a road and asked who to contact to do that.

CLOSED SESSION

It was moved by Trustee Bartlett and supported by Trustee Beard to enter into a Closed Session as

permitted under the Open Meetings Act for the purpose of discussing a complaint. **Motion carried.**

The Township Board entered into Closed Session at 6:55 pm.

It was moved by Trustee Bartlett and supported by Trustee Beard to enter back into Open Session. **Motion carried.** The Township Board entered into Open Session at 7:43 pm.

It was moved by Trustee Ensign and supported by Treasurer Phillips to adjourn the meeting at

7:45 pm. **Motion carried.**

Robert P. Behnke, Jr. Kathleen R. Case

Supervisor Clerk

ADDENDUM A – DEPARTMENT REPORTS

UTILITIES

The stats for the month of February are as follows: 1,200 meter reads, 17 corrective work orders (repair/install meters, radio read boxes, repair wires) and 18 Miss Digs. The monthly bacterial samples came back negative.

ASSESSOR

The following was accomplished for the month of February, 2011:

1. All Homestead, Property Transfer Affidavits and Deed are current. There were eight transfers of property processed for the month as follows: four foreclosure re-sales and four regular market sales.
2. Conducted miscellaneous phone & in person inquiries about assessments and descriptions.
3. Prepared and sent out 2011 Assessment Notices to all property owners.
4. Prepared the 2011 Assessment Roll.

CODE ENFORCEMENT

The following was accomplished for the month of February, 2011:

1. Conducted property inspections for new complaints and follow up inspections of previous complaints.

2. Received complaints for the month as follows:

3 junk, trash and rubbish

4 inoperable vehicles

2 Township Ordinances

PERMITS

8 permits were issued for the month of February, 2011 as follows:

Building 2 permits (PB11-001 thru PB11-003) \$470.00

Electrical 1 permit (PE11-004) \$271.00

Mechanical 5 permits (PM11-007 thru PM11-011) \$511.00

TOTALS: \$1,252.00