

# **PENNFIELD CHARTER TOWNSHIP BOARD AGENDA**

**SEPTEMBER 14, 2021**

## **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: (agenda items only- 3 minutes per person)**

### **5. Approval of Agenda: (Additions/Deletions) VOICE VOTE**

### **6. APPROVAL OF THE CONSENT AGENDA: VOICE VOTE**

- a) Utilities (Water / Sewer) Monthly Report.**
- b) Cemetery Department Monthly Report.**
- c) Code Compliance Monthly Report.**
- d) Assessors Department Report.**
- e) Permits Department monthly report.**

### **7. Department Reports:**

- a) Police Department Monthly Report / Chris Young.**
- b) Fire Department Monthly Report / Tim Smith.**

### **8. UNFINISHED BUSINESS: ROLL CALL VOTE**

### **9. NEW BUSINESS: ROLL CALL VOTE**

- a) Approval Meeting Minutes from August 10th, 2021**
- b) Payment of the Monthly Bills.**
- c) Treasurer's Report / Deb Jackson, Treasurer.**

- d) Resolution 21-52 Appointment of Larry Skelding to the Planning Commission Board.**
- e) Resolution 21-53 Approval of Hunter-Prell 12 in water main repair At the North woods acre site.**
- f) Resolution 21-54 Approval of phase 2 of the water main project Located on Capital Ave N.E. by Civil Engineers.**
- f) Resolution 21-55 Peerles Midwest repair work at the Township well site located at Capital Ave, N.E.**
- g) Resolution 21-56 Approval of the removal of buildings and storage tanks at the North Aces well site by Hoyt McMillon.**
- h) Resolution 21-57 Approval of R.F.P. for zoning rewrite and possible changes.**

**10. EXTENDED PUBLIC COMMENTS: (up to 3 minutes)**

**11. TOWNSHIP BOARD MEMBER COMMENTS:**

**12. ANNOUNCEMENTS BY THE CHAIR:**

**13. ADJOURNMENT: Voice Vote**

**The next regularly scheduled Township Board  
meeting will be:  
Tuesday OCTOBER 12th, 2021 6:00 pm**



## Pennfield Township Utility Department Monthly Report for August 2021

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### **Water Quality**

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

### **Customer Service**

<b>Description</b>	<b>Totals</b>
Meter reads	1,200 (approx)
Water Usage-Metered (Gallons)	4,595,712
Sewer Usage - Metered (Gallons)	9,572,530
Water and Sewer bills sent out	1,780
Shutoff notices sent out	205
Services off for non-payment	6
Services back on for non-payment	4
Services off for vacant properties	0
Final Reads	12
Corrective work orders (repair/install meters, radio read boxes, repair wires)	6
Changes in ownership/tenancy/name reinstate service	14
Miss Digs	17

### **Special Interest:**

We had a service line leak at 26 Park St., which was repaired by Hunter Prell.  
We had a sewer backup complaint at 114 Viking, City found roots near main and service line connection point. City dug up and cleaned out main.  
Replaced Fire Hydrant at 1391 Capital, which was done by Hunter Prell.

Sincerely,

Utilities Department

# MONTHLY CEMETERY REPORT

## AUGUST, 2021



Burials – 6	\$2,100.00
Grave sales – 3	\$1,800.00
Foundations – 3	\$800.00
<b>TOTAL:</b>	<b>\$4,700.00</b>

Submitted by:



Kathy Case  
Clerk



# Pennfield Charter Township

20260 Capital Avenue NE, Battle Creek, MI 49017

Phone (269) 968-8549 • Fax (269) 968-2021 • [www.pennfieldmi.gov](http://www.pennfieldmi.gov)

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

## Code Enforcement Board Report - August 2021

<u>Enforcement #</u>	<u>Address</u>	<u>Category</u>	<u>Date Filed</u>	<u>Status</u>
E21-095	205 Adaline Street	Grass	8/2/2021	Closed
E21-096	209 Adaline Street	Junk/Trash	8/2/2021	Notice
E21-098	235 Dream Drive	Grass	8/3/2021	Closed
E21-099	216 St Marys Lake Road	Grass	8/3/2021	Closed
E21-100	218 St Marys Lake Road	Grass	8/3/2021	Closed
E21-101	113 E Sunset Blvd	Grass	8/4/2021	Closed
E21-102	115 E Sunset Blvd	Grass	8/4/2021	Closed
E21-103	129 Arcadia Blvd	Junk/Trash	8/3/2021	Notice
E21-104	20309 Capital Avenue NE	Inoperable Vehicle	8/5/2021	Notice
E21-105	216 St Marys Lake Road	Inoperable Vehicle	8/9/2021	Notice
E21-106	111 Sharon Avenue	Grass	8/12/2021	Notice
E21-107	87 Sharon Avenue	Grass	8/19/2021	Closed
E21-108	45 Oxford Street	Grass	8/19/2021	Closed
E21-109	126 Lee Avenue	Grass	8/19/2021	Closed
E21-110	77 Harriet Lane	Front Yard Parking	8/26/2021	Closed
E21-111	77 Harriet Lane	Inoperable Vehicle	8/26/2021	Closed
E21-112	86 Harriet Lane	Inoperable Vehicle	8/26/2021	Notice
E21-113	98 Rondale Lane	Inoperable Vehicle	8/26/2021	Closed
E21-114	1082 North Avenue	Twp Ordinance	8/24/2021	Investigation
E21-115	10999 O Drive North	Inoperable Vehicle	8/17/2021	Investigation

<u>Complaint Category</u>	<u>Totals</u>
Front Yard Parking	1
Grass	10
Inoperable Vehicles	6
Junk/Trash	2
Township Ordinances	1
Total Complaints	20

Submitted by:

Barbara Darlington



# Pennfield Charter Township

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Assessor's Office

To: Kevin Leiter, Supervisor

From: Roger Smith, Assessor

Re: August Status Report

Date: 09/14/2021

\* Processed 22 transfers of property \* (21) Arms-Length, (0) Family,  
(0) Foreclosure Related Sales, Land Contract (0), Invalid Sales (01)

\* All Deeds, Homestead & Transfer affidavits are current

\* Miscellaneous phone & in person inquiries about assessments & descriptions

Respectfully,

*Roger Smith*

Roger Smith, Assessor

Pennfield Charter Township

# PENNFIELD CHARTER PROPERTY TRANSFERS

09/07/2021

Page 1

	PROPERTY ADDRESS	HOUSE STYLE	SIZE	ACREAGE	CLASS	SALE PRICE \$	SEV \$	TYPE OF SALE	SALE DATE
1	143 NORAVE DRIVE 13-18-820-050-00	RANCH	1,180 sq ft	0.41	401	<b>180,000</b>	31,930	03-ARMS LENGTH HOLLEY SHELLY A TO BULLER BRANDON & KYLIE	08/25/2021
2	135 DERBY RD 13-18-780-009-00	RANCH	816 sq ft	0.21	401	<b>105,000</b>	35,530	03-ARMS LENGTH ATKINSON KATIE M TO TUCKER KALIEE BROOKE	08/25/2021
3	521 GLENDALE 13-18-700-061-00	RANCH	1,390 sq ft	0.51	401	<b>225,000</b>	65,530	03-ARMS LENGTH ENTSMINGER BRUCE & MONICA TO COOK LAURIE R	08/19/2021
4	465 ARCADIA BLVD 13-18-600-061-00	RANCH	1,306 sq ft	0.21	401	<b>0</b>	60,130	21-NOT USED EVERLINE TERESA & MICHAEL EDGERTO TO WITHERS TERESA & CHRISTOPHER	08/18/2021
5	158 SHARON 13-18-300-017-00	1 STORY	768 sq ft	0.17	401	<b>77,000</b>	27,230	03-ARMS LENGTH HOPKINS EMAJENE TO TOWNSEND KRISTIN	08/16/2021
6	8120 SWIFT RD 13-18-120-022-00	DOUBLEWIDE	1,170 sq ft	0.40	401	<b>96,000</b>	41,970	03-ARMS LENGTH MODERN PROPERT INVESTMENTS, LLC TO MORRISON PAMELA	08/13/2021
7	8078 CALVIN RD 13-18-120-053-00	1 STORY	940 sq ft	0.56	401	<b>162,000</b>	42,700	03-ARMS LENGTH ALLEN MARK TO NICHOLS ROBIN L	08/13/2021
8	20271 EAST AVE NORTH 13-18-019-539-30	RANCH	3,372 sq ft	3.21	401	<b>320,000</b>	129,860	03-ARMS LENGTH GUTZMAN JAMES F & PAULA D TO BEACON HOME AT EAST AVE, LLC	08/12/2021
9	1085 CAPITAL AVE NE 13-18-300-101-00		0 sq ft	1.86	201	<b>0</b>	625,170	03-ARMS LENGTH DRAVES FAMILY RESTAURANTS, LLC TO BERG INVESTMENTS	08/11/2021
10	1085 CAPITAL AVE NE 13-18-000-890-00		0 sq ft	0.00	251	<b>0</b>	86,100	03-ARMS LENGTH DRAVES FAMILY RESTAURANTS, LLC TO BERG INVESTMENTS	08/11/2021
11	0 ST MARYS LAKE 13-18-019-542-40		0 sq ft	6.08	402	<b>30,100</b>	34,500	03-ARMS LENGTH TIA CORPORATION TO FREEMAN BENJAMIN W	08/10/2021
12	800 NORTH AVE 13-18-760-004-00	1 1/2 STORY	1,449 sq ft	0.18	401	<b>163,000</b>	33,370	03-ARMS LENGTH WEBB MICHAEL D TO ASHBY SAMUEL THOMAS	08/09/2021

	PROPERTY ADDRESS	HOUSE STYLE	SIZE	ACREAGE	CLASS	SALE PRICE \$	SEV \$	TYPE OF SALE	SALE DATE
13	0 12 MILE RD 13-18-036-109-00	2 STORY	1,556 sq ft	1.37	401	<b>225,000</b>	72,850	03-ARMS LENGTH HANLON ANTHONY C TO MULKEY BRIAN	08/06/2021
14	18021 12 MILE RD 13-18-036-109-10	2 STORY	1,556 sq ft	1.37	401	<b>225,000</b>	72,850	03-ARMS LENGTH HANLON ANTHONY C TO MULKEY BRIAN	08/06/2021
15	242 WANONDOGER TRAIL 13-18-983-071-00	RANCH	1,694 sq ft	0.38	401	<b>220,000</b>	86,720	03-ARMS LENGTH HALL ROGER A & KATHLEEN L TO WINTERS DAWN	08/06/2021
16	724 CHARLEMAGNE 13-18-570-056-11	2 STORY	1,138 sq ft	0.00	401	<b>139,000</b>	43,190	03-ARMS LENGTH LAMBERT MAURICE & JUDITH TO DAVIDSON ANNMARIE	08/05/2021
17	23701 CHURCH RD 13-18-002-024-00	RANCH	1,483 sq ft	2.02	401	<b>215,000</b>	0	03-ARMS LENGTH GREEN DAVID TO FULLER ANTHONY D & SARAH M	08/04/2021
18	20108 EAST AVE NORTH 13-18-560-003-00	RANCH	1,066 sq ft	0.46	401	<b>110,000</b>	38,320	03-ARMS LENGTH WINKLER BARBARA A TO BIG DOG IRA, LLC	08/04/2021
19	18702 PANTHER RIDGE ROAD 13-18-490-015-00	1 STORY	1,250 sq ft	0.22	401	<b>269,900</b>	108,240	03-ARMS LENGTH CHAMBERS JOSEPH A & BARBARA G TRU TO WILT ROXANA PRICILLA	08/03/2021
20	101 ROTHWELL LANE 13-18-020-600-00	1 STORY	754 sq ft	0.28	401	<b>108,000</b>	37,350	03-ARMS LENGTH ROTHWELL CLARENCE & ELAINE TO GWYNNE JENNIFER	07/30/2021
21	20 PARK AVE 13-18-680-078-00	1 STORY	869 sq ft	0.10	401	<b>110,000</b>	27,840	03-ARMS LENGTH BOURDO VERONIKA TO SCUPHOLM MACKEVAIE	07/28/2021
22	200 CLAYTON 13-18-635-001-00	RANCH	885 sq ft	0.20	401	<b>165,000</b>	61,430	03-ARMS LENGTH MARQUOIT RALPH W TO MURRAY CHARLES	07/28/2021

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 Permit List

## 08/31/21

Building

PB21-081	08/16/2021	MACLEOD ERIC W & TARA D	241 PENNBROOK TRL	AVERS BASEMENT SYSTEMS	Alter/Repair	\$5,840	100.00
PB21-085	08/30/2021	DRAVES FAMILY RESTAURAN	1085 CAPITAL NE AVE	CITY SIGN ERECTORS	Sign	\$15,000	380.00
PB21-088	08/12/2021	SHEPARD ALLAN R & DELORE	6616 WHITE RABBIT RD	OVERLAND CONTRACTING INC	Commercial, Alter/Repa	\$35,000	175.00
PB21-090	08/04/2021	JEROSZKO STEPHEN L & DEN	116 BRIARS FARM LN	TICHENOR INCORPORATED	Siding	\$39,769	100.00
PB21-091	08/09/2021	MCCLENDON MORRIS A	6400 PURDY DR	FOUNDATION SYSTEMS OF MICHIG	Alter/Repair	\$15,126	100.00
PB21-092	08/04/2021	HANSON JOYCE D	683 COMMUNITY DR	HARLEY'S CONSTRUCTION & RESTO	Roof	\$12,820	100.00
PB21-093	08/09/2021	DAMEROW DALE M	162 DREAM DR		Pole Barn	\$25,000	270.88
PB21-094	08/09/2021	COVENANT HOPE CHURCH	1021 WAGNER DR	HOEKSTRA ROOFING	Roof	\$107,510	125.00
PB21-095	08/11/2021	MONROY ANGEL	780 NORTH AVE	IRISH ROOFING	Roof	\$5,500	100.00
PB21-096	08/12/2021	PRIOR SUSAN L	12 PARK AVE		Alter/Repair	\$0	150.00
PB21-097	08/12/2021	LEARN JOSEPH	7639 ST MARYS LAKE RD		Alter/Repair	\$4,000	250.00
PB21-098	08/31/2021	DUKEMAN PAMELA ANN	401 ALVENA AVE	GUTSUE CONSTRUCTION, LLC	Alter/Repair	\$75,000	370.00
PB21-099	08/31/2021	PHILLIPS LOREE	157 EASTWOOD DR		Alter/Repair	\$5,000	100.00

Permit Total: 13

Fee Total: 2,320.88

Electrical

PE21-062	08/30/2021	DRAVES FAMIL Y RESTAURAN	1085 CAPITAL NE AVE	CITY SIGN ERECTORS	Sign	\$0	125.00
PE21-065	08/09/2021	TERPENING MELIA M	8645 BELLEVUE RD	MOTOR SHOP ELECTRIC	Alter/Repair	\$0	100.00
PE21-066	08/11/2021	STILES CINDY L	138 VAN ARMON ST	BYRD ELECTRIC LLC	Alter/Repair	\$0	100.00
PE21-067	08/11/2021	BATTLE CREEK CHRISTIAN SC	1035 WAGNER DR	UNION ELECTRIC INC	Commercial, Alter/Repa	\$0	125.00
PE21-068	08/16/2021	DAMEROW DALE M	162 DREAM DR		Alter/Repair	\$0	150.00
PE21-069	08/17/2021	CLAYWELL BARBARA	512 ALTON ST	J & L ELECTRIC	Alter/Repair	\$0	100.00
PE21-070	08/19/2021	LEARNING ZONE PRESCHOOL	19615 CAPITAL NE AVE	JEFF NAP	Commercial, Alter/Repa	\$0	175.00
PE21-071	08/23/2021	KIOGIMA KEITH A JR & SHEE	111 VIKING CT	GONZALES ELECTRIC INC	Alter/Repair	\$0	100.00

# Monthly Permit List

## 08/31/21

PE21-072	08/23/2021	KIES MERRILL	10692 BELLEVUE RD	GONZALES ELECTRIC INC	Alter/Repair	\$0	100.00
PE21-073	08/31/2021	GAGNON RICHARD A & JEANE	328 MILTON RD	ALLIANCE ELECTRIC OF MICHIGAN	Alter/Repair	\$0	153.00

Permit Total: 10

Fee Total: 1,228.00

### Mechanical

PM21-084	08/04/2021	MCNEIL PROPERTIES, LLC	7008 MORGAN RD	TITUS HEATING & A/C	Alter/Repair	\$0	100.00
PM21-085	08/04/2021	WEST KEITH A	203 COMMUNITY DR	ERIC DALE HEATING & A/C INC	Alter/Repair	\$0	100.00
PM21-086	08/05/2021	GOODMAN ANTHONY, DALE J	1583 CAPITAL AVE NE	JP HEATING & AIR CONDITIONING	Commercial, Alter/Repa	\$0	175.00
PM21-087	08/09/2021	LEARN JOSEPH	7639 ST MARYS LAKE RD		Alter/Repair	\$0	100.00
PM21-088	08/09/2021	DARLINGTON JOHN & BARBA	137 SELLERS RD	CTI	Alter/Repair	\$0	100.00
PM21-089	08/09/2021	WIEFERICH JEFFERY & DIANE	6118 MORGAN RD	HODGSON HEATING & COOLING	Alter/Repair	\$0	114.00
PM21-090	08/10/2021	MCNEIL PROPERTIES, LLC	7008 MORGAN RD	GRAND RIVER REFRIGERATION	Alter/Repair	\$0	250.00
PM21-091	08/11/2021	JONES RONALD L & SANDRA	23609 STRUWIN RD	HODGSON HEATING & COOLING	Alter/Repair	\$0	140.00
PM21-092	08/16/2021	HALL ZACKARY	301 VIKING DR	HODGSON HEATING & COOLING	Alter/Repair	\$0	114.00
PM21-093	08/18/2021	SLATTERY WILLIAM W	270 ST MARYS LAKE RD	KIDDER HEATING & A/C INC	Alter/Repair	\$0	108.00
PM21-094	08/31/2021	MAHONEY JOHN & DONNA	8693 BELLEVUE RD	COMFORT PLUMBING HEATING & C	1&2 Family Dwelling	\$0	222.00
PM21-095	08/31/2021	MACLEOD ERIC W & TARA D	241 PENNBROOK TRL	HODGSON HEATING & COOLING	Alter/Repair	\$0	100.00
PM21-096	08/31/2021	GAGNON RICHARD A & JEANE	328 MILTON RD	ALLIANCE ELECTRIC OF MICHIGAN	Alter/Repair	\$0	100.00
PM21-097	08/31/2021	COVAULT DAVID & JENNIFER	10450 GORSLINE RD	A-1 MECHANICAL	Alter/Repair	\$0	192.00

Permit Total: 14

Fee Total: 1,915.00

### Plumbing

PP21-020	08/04/2021	RYAN ROSEMARY & KATHRYN	7068 POORMAN RD	WILBURS PLBG MAINTENANCE	Alter/Repair	\$0	100.00
PP21-021	08/09/2021	MCLENDON MORRIS A	6400 PURDY DR	FOUNDATION SYSTEMS OF MICHIG	Alter/Repair	\$0	100.00
PP21-022	08/09/2021	LEARN JOSEPH	7639 ST MARYS LAKE RD		Alter/Repair	\$0	150.00
PP21-023	08/09/2021	BORDEN GARY TRUST	23909 STRUWIN RD	WILBURS PLBG MAINTENANCE	Alter/Repair	\$0	100.00

# Monthly Permit List

08/31/21

PP21-024	08/18/2021	DAGER RANDY & LORI	11000 CLEAR LAKE RD	WILBUR'S PLBG MAINTENANCE	Alter/Repair	\$0	181.00
PP21-025	08/18/2021	ARENDT STEVEN & PATRICIA	7992 PENNFIELD RD	HUBBARD PLUMBING & DRAIN	Alter/Repair	\$0	100.00
PP21-026	08/23/2021	MOHLMAN MARISA A	152 WANONDOGER TRL	WILBUR'S PLBG MAINTENANCE	Alter/Repair	\$0	100.00
PP21-027	08/30/2021	DUKEMAN PAMELA ANN	401 ALVENA AVE	TIPTON PLUMBING	Alter/Repair	\$0	202.00
PP21-028	08/31/2021	MAHONEY JOHN & DONNA	8693 BELLEVUE RD	COMFORT PLUMBING HEATING & C	182 Family Dwelling	\$0	155.00

Permit Total: 9 Fee Total: 1,188.00

ZONING

PP21-024	08/10/2021	CARTER-BUNCE REBECCA	21097 NORTH AVE		Fence	\$1,000	70.00
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Permit Total: 1 Fee Total: 70.00

Permit Total: 47 Total Fees: 6,721.88



**Office of the Sheriff**  
**Calhoun County, Michigan**  
Pennfield Township Report

Monthly Stats for Pennfield Township: August 2021

	<u>Current</u> <u>Month</u>	<u>Yearly</u> <u>Totals</u>
Traffic citations	21	317
Verbal warnings	61	536
Traffic crashes	29	186
Arrests	21	266
Self generated comp.	46	449
Dispatched comp.	326	2,491
Property inspections	368	4,849
Trucks Stopped:	In Violation	2 verbal warnings

Calls Handled by Type:

Non-aggravated Assault – 4  
Felonious Assault – 1  
Stalking – 1  
Larceny – 3  
Motor Vehicle Theft – 2  
Fraud – 5  
Retail Fraud Theft – 1  
Obstructing Police – 2  
Obstructing Justice – 1  
CCW – 0  
Disorderly Conduct – 2  
OWI – 0  
DWLS – 4  
Death Investigation – 0



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## Office of the Sheriff

### Calhoun County, Michigan

Pennfield Township Report

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The Calhoun County Office of the Sheriff Pennfield Team responded to 326 calls for service in the month of August and had 46 patrol generated complaints. Deputies wrote 21 citations for the month. The Pennfield Team made 0 Operating While Intoxicated arrest and investigated 2 drug related incidents.

Deputies were dispatched to the 500 block of Brigden Dr. where they recovered a stolen Ford Explorer. The vehicle was stolen out of Tekonsha and dumped next to the river after it had been stripped.

Deputies responded to the 100 block of Clayton Ave. for family trouble. The caller was having an issue with her adult son and she wanted him to leave. He was transported to a relative's home nearby.

Deputies were dispatched multiple times through the month to the 200 block of Sharon Ave. for trouble between roommates. The troubled roommate eventually moved out.

Deputies responded to the 1300 block of Capital Ave. NE for a young child wondering in the area. The child was located and found to be a runaway from Emmett Township.

Deputies responded to the 100 block of Derby Rd. for a heroin overdose. The male was transported to Bronson Battle Creek for treatment.

Deputies handled a report of a hit and run crash in the 1600 block of Capital Ave NE. the victim's vehicle sustained minor damage and the description of the suspect vehicle was vague.

Deputies cited a vagrant, for trespassing, who was barred from the apartments in the 1400 block of Capital Ave. NE.

Deputies assisted PFD and medical with a highly intoxicated female in the 200 block of Dogwood Tr. She was transported to Bronson Battle Creek for detox.

We've had issues with break ins this month at the old Partners Bar, 910 North Ave.

Deputies responded to and address in the 9000 of White Tail Trail for a domestic/child abuse complaint. The teenage child reported that she was assaulted by her mother. A warrant request was submitted, and this case is still under investigation.

Deputies investigated a malicious destruction of property in the 8700 block of Bellevue Rd. The caller's adult son was asked to move out. It is believed that he returned and did substantial damage to the property. The son has now moved out of state.

Deputies investigated a domestic assault complaint at an apartment in the 147 building of Hopkins St. The male suspected assaulted the female and fled. A warrant was authorized.

Deputies investigated a complaint that was initially reported as a shooting. The incident occurred in the 800 block of North Ave. The victim self-transported to the hospital for treatment. The investigation determined that the victim was hit with a paintball. Not enough information was obtained to develop leads.

Deputies responded to East Ave. N. south of St. Mary's Lake Rd. to assist fire with a vehicle fire. The vehicle was a stolen U-Haul out of Battle Creek. The fire was minimal and quickly extinguished by PFD. The U-Haul manager had the vehicle towed to his hub and advised there was no need for further investigation as their corporate office will not allow prosecution.

Deputies responded to an animal complaint in the 100 block of Indian Rd. The caller reported a dog came into his yard and tried to attack his dog. The complainant pepper sprayed the dog in his yard and it ran away.

Deputies arrested a man at a residence in the 10000 block of Bellevue Rd. He was wanted by St. Joseph County on felony charges for making bomb threats.

Deputies investigated a fatal traffic crash on M66 near Morgan Rd. The suspects stole a vehicle from a nearby car lot and were driving recklessly. The suspect vehicle struck 2 other vehicles and rolled over. Both occupants in the stolen vehicle were ejected. One of the occupants in the stolen car died shortly after their arrival to the hospital. The other was transported in critical condition. One of the drivers from the other vehicle involved, sustained minor injuries and the other driver was uninjured.

Deputies conducted a traffic stop on Alton Ave. near Oakwood St. that resulted in a male being cited for driving on a suspended license and hindering and opposing after he provided a false name. Suspected methamphetamine was also located in the vehicle.

Deputies investigated a stalking / attempted home invasion in the first block of Edgemont St. The female victim had a no contact order against the male. He showed up in the middle of the night knocking on her door. When she ignored him, he tried to remove the window air conditioner. He left when she yelled at him. A warrant request is going over.

Deputies responded to a business in the 1500 block of Capital Ave. NE for a trouble complaint. A customer was being disorderly over how the color of their mixed paint turned out. The situation was resolved.

Deputies investigated a malicious destruction of property complaint in the 700 block of Toulouse Blvd. The caller found a bullet had struck their vehicle while it was parked in their drive overnight. It looked as though a shot fired, in the air, somewhere in the area, came down on their car.

Deputies, along with Pennfield Fire, responded to Pennfield Rd. near M66 for a car pedestrian personal injury accident. 15-year-old high school student ran between stopped cars and into the path of a vehicle traveling the opposite direction. Fortunately, the victim's injuries were minor.

Deputies investigated an assault complaint at the Michigan Motel. Two intoxicated males were arguing over a civil matter and one shook the other. A warrant request will be submitted.

Deputies were dispatched to the Michigan Motel, along with Pennfield Fire, for a drug overdose. The male victim was revived with 3 doses of Narcan.

Lt. Young

**▣Pennfield Charter Township Fire Department**  
**Aug 2021**  
**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:**

Had Standard Department Training for parttime & fulltime firefighters.

**Apparatus:**

General repair on rigs. Main Engine needs to have some Air compressor repaired about \$2,500.00 by B&B truck repair

**Equipment:**

Will be starting to order some of the equipment for the new fire truck.

**Station Maintenance:**

General PM for Aug was done

**Personal**

Steven Wariky, he declined us from the start.

Jim Pritchard has started his training

**Public Education / Public Relations:**

Oct 6<sup>th</sup> will be our Fire prevention night at baily park.

**Call Activity:**

1. The fire department answered 87 calls this month. The following report details each incident type for the month.
2. The total alarms responded to by the fire department for 2021= 581 calls

**Shift Officers:**

Staff Meeting have been canceled or done remotely.

Respectfully,

Tim Smith  
Fire Chief

# DRAFT

## PENNFIELD CHARTER TOWNSHIP BOARD MEETING MINUTES AUGUST 10, 2021

Supervisor Leiter called the meeting to order at 6:03 PM at the Pennfield Middle School Library. Present were Supervisor Leiter, Clerk Case, Treasurer Jackson and Trustees Anderson, Beard, Goodman and Vandlen. The Pledge of Allegiance was recited.

### PUBLIC COMMENTS

Randy Ramsey, PE of Civil Engineers, Inc. (CEI) gave a presentation/update of the Capital Avenue water project.

### ADDITIONS/DELETIONS TO THE AGENDA

It was moved by Trustee Vandlen and supported by Trustee Goodman to add to the Agenda item 9I; hiring of two paid on call Firefighters. **Motion carried.**

### APPROVAL OF CONSENT AGENDA

It was moved by Trustee Vandlen and supported by Trustee Goodman to approve the Consent Agenda. **Motion carried.** The Consent Agenda consists of the following items:

1. Utilities monthly report – See Addendum A
2. Cemetery monthly report – See Addendum A
3. Code Compliance monthly report – See Addendum A
4. Assessors Department monthly report – See Addendum A
5. Permits Department monthly report – See Addendum A

### PUBLIC SAFETY REPORTS

**POLICE:** Lt. Chris Young was present to give the monthly report. The monthly stats are as follows: 31 traffic citations, 41 verbal warnings, 8 traffic crashes, 29 arrests, 35 self generated complaints, 229 dispatched complaints and 529 property inspections.

**FIRE:** Chief Smith was present to give the monthly report. The monthly stats are as follows: 1 fire, 57 rescue & medical emergencies, 5 hazardous conditions and 7 good intent calls.

### UNFINISHED BUSINESS

None



## **NEW BUSINESS**

### **1. Approval of Meeting Minutes from July 13, 2021**

It was moved by Trustee Vandlen and supported by Trustee Goodman to approve the meeting minutes from July 13, 2021.

Supervisor Leiter – Yes	Trustee Anderson – Yes
Clerk Case – Yes	Trustee Beard – Yes
Treasurer Jackson – Yes	Trustee Goodman – Yes
	Trustee Vandlen – Yes

Vote shows 7 yes and -0- no. **Meeting minutes are approved.**

### **2. Payment of the monthly bills**

It was moved by Trustee Vandlen and supported by Trustee Goodman to approve the payment of the monthly bills in the amount of \$283,512.11.

Supervisor Leiter – Yes	Trustee Anderson – Yes
Clerk Case – Yes	Trustee Beard – Yes
Treasurer Jackson – Yes	Trustee Goodman – Yes
	Trustee Vandlen – Yes

Vote shows 7 yes and -0- no. **Payment is approved.**

### **3. Treasurer's report**

It was moved by Trustee Vandlen and supported by Trustee Goodman to approve the monthly Treasurer's report.

General Fund	\$1,671,028.71
2015 Road Bond	\$20,210.24
Metro Act – Maint.	\$34,039.53
Parks	\$27,316.27
Public Safety	\$0.00
Sewer	\$1,702,316.78
Water	\$1,617,489.41
Trust & Agency	\$27,973.88
Tax Collection	\$380,798.09
Weed Control	(\$2,924.96)
<b>TOTAL:</b>	<b>\$5,468,247.94</b>

Supervisor Leiter – Yes	Trustee Anderson – Yes
Clerk Case – Yes	Trustee Beard – Yes
Treasurer Jackson – Yes	Trustee Goodman – Yes
	Trustee Vandlen – Yes

Vote show 7 yes, -0- no. **Treasurer's report is approved.**

#### 4. Pennfield Charter Township Resolution 21-45

### ADOPTION OF PENNFIELD CHARTER TOWNSHIP ORDINANCE NO. 206-06-16B OF 2021

**AN ORDINANCE TO AMEND ARTICLE IX OF CHAPTER 10 OF THE PENNFIELD CHARTER TOWNSHIP CODE OF ORDINANCES REGARDING THE DEFINITION OF “ABANDONED VACANT PROPERTY;” AND TO OTHERWISE PROTECT THE PUBLIC HEALTH, SAFETY, AND GENERAL WELFARE.**

THE CHARTER TOWNSHIP OF PENNFIELD, Calhoun County, Michigan, ordains:

SECTION 1. DEFINITION AMENDED. Sub-paragraph (a) of Section 10-323, Article IX, Chapter 10, of the Pennfield Charter Township Code of Ordinances is hereby amended to read as follows:

(a) *Abandoned vacant property means a vacant property, including any residential or commercial structure, that has been vacant for at least 60 consecutive days and meets any of the following criteria:*

- (1) *Is the site of frequent or habitual loitering, vagrancy, unauthorized entry, or other criminal activity;*
- (2) *Has one or more broken or boarded windows;*
- (3) *Has utilities disconnected or not in use;*
- (4) *Is not maintained or in compliance with this article, including without limitation, other building, fire safety, and property maintenance code regulations;*
- (5) *Is only partially completed, or structurally unsound, and is not fit for human occupancy and there are not active building permits on the property that will result in restoration of the premises to a safe and habitable condition;*
- (6) *Has taxes in arrears for a period of time exceeding 365 days;*
- (7) *Is open to casual entry or trespass;*
- (8) *Is fire damaged to an extent which prohibits safe human occupancy;*
- (9) *Is a residential or commercial structure secured for at least 60 days with plywood boarding or its equivalent;*
- (10) *Has the utility heat source of gas and/or electric disconnected or discontinued; or*
- (11) *Is under a condemnation notice or legal order to vacate.*

SECTION 2. SEVERABILITY. If any section, paragraph, clause, or 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 section, paragraph, clause, or provision, and for this purpose, the sections, paragraphs, clauses, and provisions of this Ordinance are hereby declared to be severable.

SECTION 3. SAVINGS. 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 4. EFFECTIVE DATE.** This Ordinance shall take effect on the date of publication pursuant to MCL 42.22, which publication shall take place within thirty (30) 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 Beard

Supported by: Trustee Anderson

Supervisor Leiter – Yes

Trustee Anderson – Yes

Clerk Case – Yes

Trustee Beard – Yes

Treasurer Jackson – Yes

Trustee Goodman – Yes

Trustee Vandlen – Yes

Vote shows 7 yes, -0- no. **Ordinance 206-06-16B of 2021 is adopted.**

#### **5. Pennfield Charter Township Resolution 21-47**

##### **PENNFIELD CHARTER TOWNSHIP RESOLUTION 21-47 (Pennfield Charter Federal Procurement Conflict of interest Policy)**

**WHEREAS**, Pennfield Charter Township strives to the highest standards and traditions of Michigan Townships, we embrace the principles of the conflict-of-interest policy set forth by the Federal Government.

Supervisor Leiter – Yes

Trustee Anderson – Yes

Clerk Case – Yes

Trustee Beard – Yes

Treasurer Jackson – Yes

Trustee Goodman – Yes

Trustee Vandlen – Yes

Vote shows 7 yes, -0- no. **Resolution 21-47 is adopted.**

#### **6. Pennfield Charter Township Resolution 21-48**

##### **PENNFIELD CHARTER TOWNSHIP RESOLUTION 21-48 (a Resolution for the purchase of a radar unit for a patrol car at the cost of \$3,050.00)**

**WHEREAS**, Pennfield Charter Township is under contract for Calhoun County Police Department services. The services require the Township to purchase equipment as needed.

**THEREFORE BE IT RESOLVED**, the Pennfield Charter Township approves the request for the purchase of a radar unit for a patrol car not to exceed \$3,050.00.

Moved by: Trustee Vandlen

Supported by: Trustee Goodman

Supervisor Leiter – Yes  
Clerk Case – Yes  
Treasurer Jackson – Yes

Trustee Anderson – Yes  
Trustee Beard – Yes  
Trustee Goodman – Yes  
Trustee Vandlen – Yes

Vote shows 7 yes, -0- no. **Resolution 21-48 is adopted.**

#### **7. Pennfield Charter Township Resolution 21-49**

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 21-49**  
**(a Resolution to fund phase 1 of a three phase Engineering cost of Capital Ave., N.E.**  
**water main replacement with Civil Engineers, Inc.)**

**BE IT RESOLVED**, that Pennfield Charter Township approves the phase 1 of the Capital Avenue water main replacement with Civil Engineers, Inc. The cost not to exceed \$60,000.00.

Moved by: Trustee Vandlen

Supported by: Trustee Goodman

Supervisor Leiter – Yes  
Clerk Case – Yes  
Treasurer Jackson – Yes

Trustee Anderson – Yes  
Trustee Beard – Yes  
Trustee Goodman – Yes  
Trustee Vandlen – Yes

Vote shows 7 yes, -0- no. **Resolution 21-49 is adopted.**

#### **8. Pennfield Charter Township Resolution 21-50**

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 21-50**  
**(a Resolution to fund the repair of the well site road**  
**located off Capital Avenue N.E.)**

**BE IT RESOLVED**, that Pennfield Charter Township approves the repair of the well site road located off Capital Avenue N.E. to Hoffman Brothers. The cost not to exceed \$6,160.50.

Moved by: Trustee Vandlen

Supported by: Trustee Goodman

Supervisor Leiter – Yes  
Clerk Case – Yes  
Treasurer Jackson – Yes

Trustee Anderson – Yes  
Trustee Beard – Yes  
Trustee Goodman – Yes  
Trustee Vandlen – Yes

Vote shows 7 yes, -0- no. **Resolution 21-50 is adopted.**

## 9. Pennfield Charter Township Resolution 21-51

### **PENNFIELD CHARTER TOWNSHIP RESOLUTION 21-51 (a Resolution to hire two paid on call Firefighters)**

**BE IT RESOLVED**, that the Pennfield Charter Township Board hereby authorizes the Pennfield Fire Department to hire two paid on call Firefighters; Steven Wariky and Jim Pritchard.

Moved by: Trustee Vandlen  
Supervisor Leiter – Yes  
Clerk Case – Yes  
Treasurer Jackson – Yes

Supported by: Trustee Goodman  
Trustee Anderson – Yes  
Trustee Beard – Yes  
Trustee Goodman – Yes  
Trustee Vandlen – Yes

Vote shows 7 yes, -0- no. **Resolution 21-51 is adopted.**

### **EXTENDED PUBLIC COMMENTS**

None

### **TOWNSHIP BOARD MEMBER COMMENTS**

Trustee Anderson – Questions on property across from the Township  
Trustee Beard – Working with Pennfield Schools on the “Yes” Committee for the upcoming school election and would like the quarterly budget reports emailed  
Clerk Case – None  
Treasurer Jackson – None  
Trustee Goodman – Do we have a replacement for the vacancy on the Planning Commission yet?  
Trustee Vandlen - None

### **ANNOUNCEMENTS BY CHAIRPERSON**

Supervisor Leiter spoke to the Board about the following:  
Wellsite routine maintenance update, Sewer extension project update, Pennfield Township Facebook page, Rural water rate study update and possible sale of water site to the City of Battle Creek.

### **ADJOURNMENT**

It was moved by Trustee Vandlen and supported by Trustee Anderson to adjourn the meeting at 7:25 PM. **Motion carried.**

---

Kevin Leiter – Supervisor

---

Kathleen R. Case – Clerk

## **ADDENDUM A – DEPARTMENT REPORTS**

### **UTILITIES**

The stats are July, 2021 are as follows: 1,200 meter reads, 10 Miss Digs and 2 corrective work orders.

### **CEMETERY**

Burials – 4	\$2,150.00
Deed Transfer – 1	\$30.00
Grave Sales – 10	\$6,550.00
Foundations – 6	\$1,200.00
<b>TOTAL:</b>	<b>\$6,610.00</b>

### **CODE ENFORCEMENT**

Received 19 new complaints: 1 front yard parking, 15 grass, 1 inoperable vehicle, 2 junk/trash.

### **ASSESSOR**

1. All Homestead forms, Property Transfer Affidavits are current. There were 13 transfers of property.
2. The July Board of Review was held on July 20, 2021. There were 23 petitions to correct Principal Residence Exemptions and clerical errors.
3. Answered miscellaneous phone & in person inquiries about assessments & descriptions.

### **PERMITS**

Building – 10	\$2,622.20
Electrical – 9	\$1,160.00
Mechanical – 12	\$1,384.00
Plumbing – 3	\$487.00
Zoning – 3	\$210.00
<b>TOTAL:</b>	<b>\$5,863.20</b>

**TREASURER'S REPORT**  
**August 31, 2021**

General Fund:

Checking-TCF	\$2,272.13
Checking - FSA Account	\$9,215.87
Checking - Payroll & ACH	\$1,269.91
Investment - Baird Co.	\$260,429.86
Investment - Baird Co.-Cem.	\$122,430.01
Petty cash	\$425.00
Savings -TCF	\$1,078,125.38
Permits/ Inspections	\$60,278.86

**TOTAL GENERAL FUND**

\$1,534,447.02

2015 Road Bond:

Investment - TCF	
Savings - TCF	\$20,244.24

**TOTAL 2015 ROAD BOND**

\$20,244.24

Metro Act- Maintenance:

Savings - TCF	\$23,397.69
---------------	-------------

**TOTAL METRO ACT - MAINT.**

\$23,397.69

Parks:

Savings - TCF	\$27,316.27
---------------	-------------

**TOTAL PARKS**

\$27,316.27

Public Safety:

Savings - TCF	\$0.00
---------------	--------

**TOTAL PUBLIC SAFETY**

\$0.00

Sewer:

Investment - Baird Co.	\$224,015.98
Invest.-First Natl Bank America - C	\$99,107.00
Invest.- Northpoint Bank - CD	\$99,012.87
Invest - First Natl Bank America- C	\$97,716.78
Assessment - TCF	\$122,722.64
Operating - TCF	\$1,088,079.76
Operating - TCF-Assess.	\$3,708.45

**TOTAL SEWER**

\$1,734,363.48

Water:

Investment - Baird Co.	\$392,091.33
Assessment -Baird Co.	\$305,312.72
Assessment -TCF	\$3,138.55
Operating - TCF	\$956,171.23
Operating - TCF-Assess.	\$5,628.77

**TOTAL WATER**

\$1,662,342.60

Trust and Agency:

Savings - TCF	\$27,566.00
---------------	-------------

**TOTAL TRUST AND AGENCY**

\$27,566.00

Tax Collection:

Checking -TCF	\$3,001.00
Savings - TCF	\$840,626.82

**TOTAL TAX COLLECTION**

\$843,627.82

Weed Control

Checking -TCF	
Savings -TCF	(\$4,124.96)

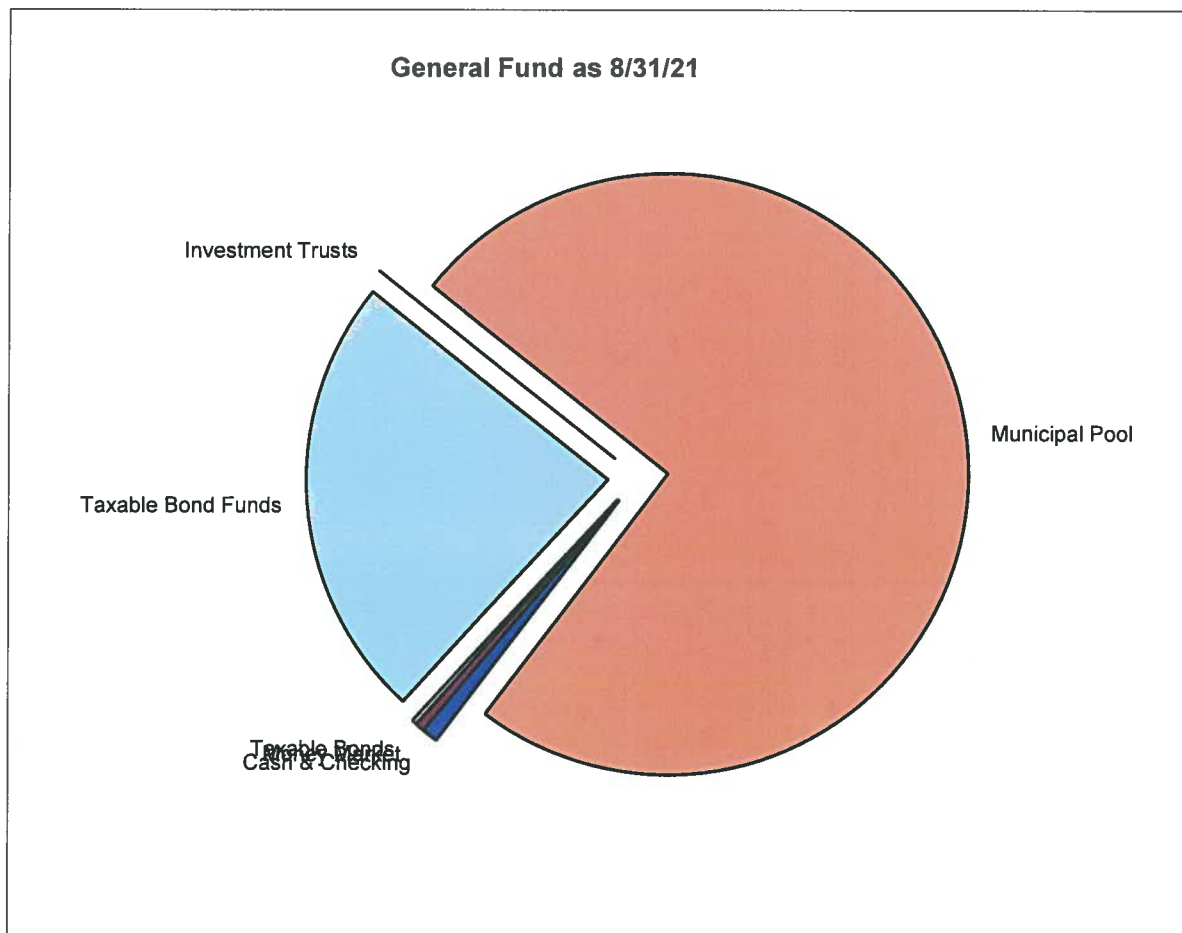
(\$4,124.96)

**GRAND TOTALS**

**\$5,869,180.16**

**General Fund Investments as of  
August 31, 2021**

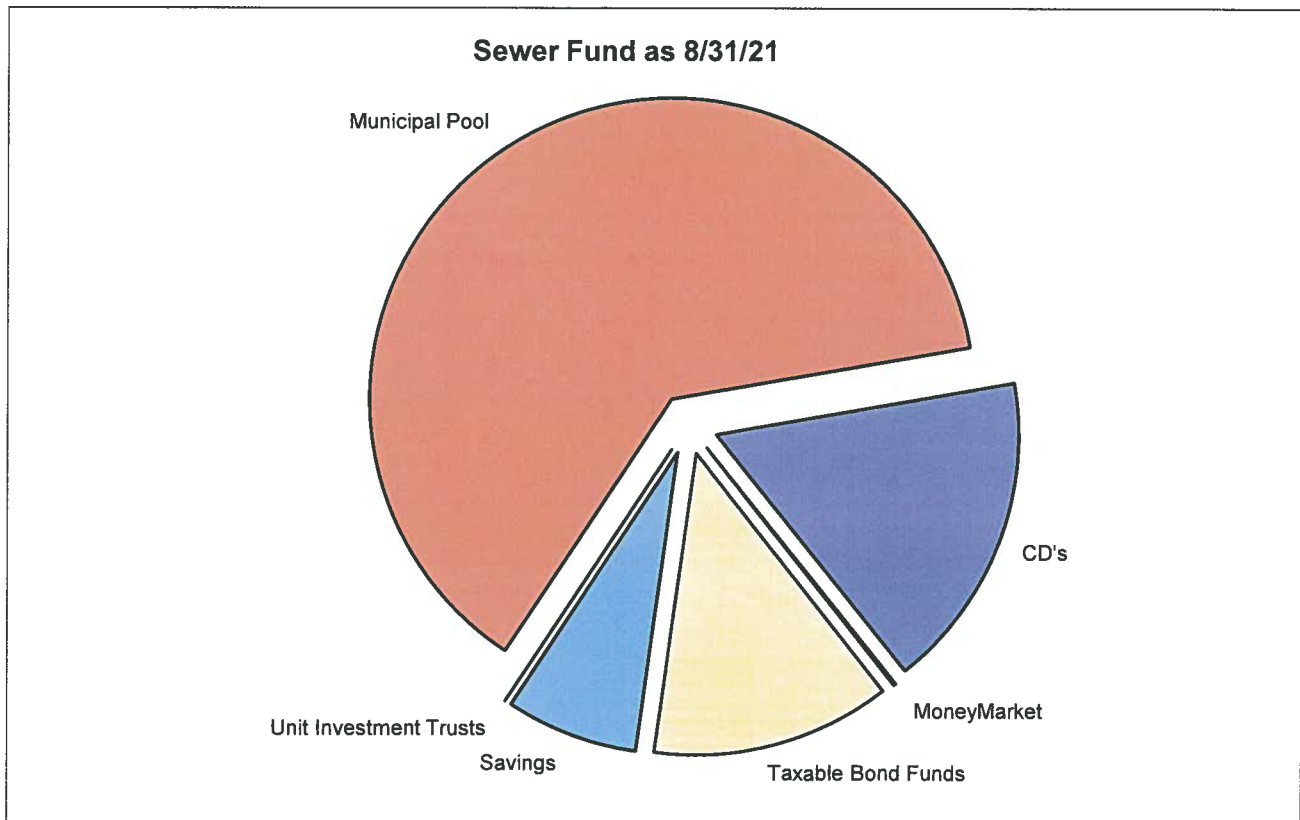
<u>Investment</u>	<u>Amount</u>	<u>Percentage of Total</u>
		#VALUE!
Money Market	\$6,590.54	0.43%
Taxable Bonds	\$4,308.97	0.28%
Taxable Bond Funds	\$371,960.36	24.24%
Investment Trusts	\$0.00	0.00%
Municipal Pool	\$1,158,404.24	75.49%
Cash & Checking	\$13,182.91	0.86%
	\$1,534,447.02	100.00%





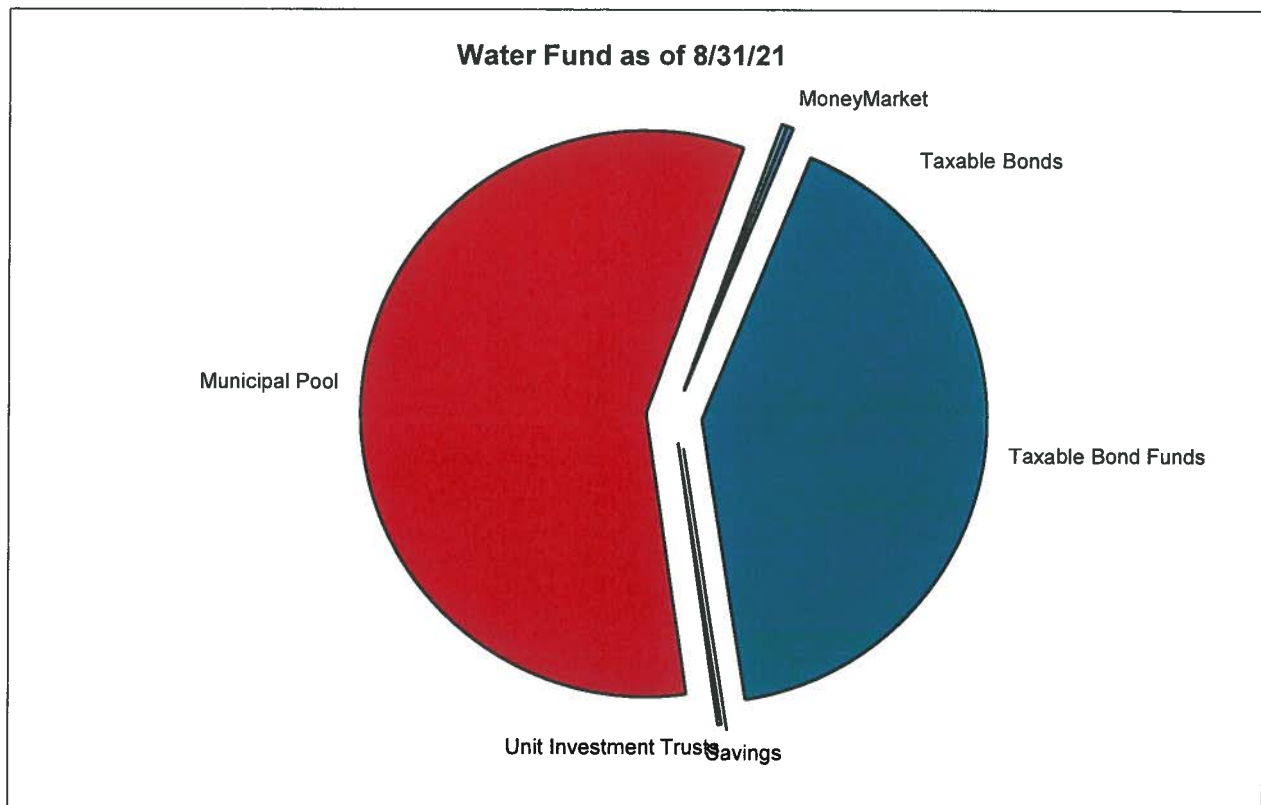
**Sewer Fund Investments as of  
August 31, 2021**

<u>Investment</u>	<u>Amount</u>	<u>Percentage of Total</u>
CD's	\$ 295,836.65	17.06%
MoneyMarket	\$ 2,167.21	0.12%
Taxable Bond Funds	\$ 221,848.77	12.79%
Savings	\$ 122,722.64	7.08%
Unit Investment Trusts		#VALUE!
Municipal Pool	\$ 1,091,788.21	62.95%
	\$1,734,363.48	100.00%



**Water Fund Investments as of  
August 31, 2021**

<u>Investment</u>	<u>Amount</u>	<u>Percentage of Total</u>
CD's	\$ -	0.00%
MoneyMarket	\$ 4,739.28	0.29%
Taxable Bonds	\$ 5,479.91	0.33%
Taxable Bond Funds	\$ 687,184.86	41.34%
Unit Investment Trusts		#VALUE!
Savings	\$ 3,138.55	0.19%
Municipal Pool	\$ 961,800.00	57.86%
	<b>\$1,662,342.60</b>	<b>100.00%</b>





# Pennfield Charter Township

20260 Capital Avenue NE, Battle Creek MI 49017

Phone (269) 968-8549 \* Fax (269) 968-2021 \* [www.pennfieldtwp.com](http://www.pennfieldtwp.com)

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

**PENNFIELD CHARTER RESOLUTION 21-52  
(A RESOLUTION APPOINTING LARRY SKELDING TO THE PLANNING  
COMMISSION BOARD)**

**BE IT RESOLVED**, that the Pennfield Charter Township Board appoints Larry Skelding to the Planning Commission Board to fill the vacancy from Austin Brown. This appointment will begin September 14, 2021 and expire 12/31/2024.

**MOVED BY:**

**Supervisor Leiter-**

**Clerk Case-**

**Treasurer Jackson-**

**SUPORTED BY:**

**Trustee Beard-**

**Trustee Anderson-**

**Trustee Goodman-**

**Trustee Vandlen**

Kathleen R. Case Pennfield Charter Township Clerk do hereby certify that the forgoing Resolution was duly adopted by the Township Board at regular Board Meeting held on September 14, 2021.

---

Kathleen R. Case  
Pennfield Twp. Clerk



# Pennfield Charter Township

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

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 21-53  
(A RESOLUTION TO FUND THE REPAIR OF THE 12 INCH WATER MAIN  
LOCATED AT THE NORTH ACRES WELL SITE).**

**BE IT RESOLVED**, That Pennfield Charter Township approves the 12-inch water main repair to complete the loop of the North Acres well site by Hunter-Prell Co. The cost does not exceed **\$12,250.00**.

Moved By: \_\_\_\_\_

Supported By: \_\_\_\_\_

Supervisor Leiter-

Trustee Beard-

Clerk Case-

Trustee Anderson-

Treasurer Jackson-

Trustee Vandlen-

Trustee Goodman-

I, Kathy Case, the duly elected and acting Clerk of Pennfield Charter Township, hereby certify that the foregoing resolution was adopted by the Township Board by roll call vote at a regular meeting of the Board held on the September 14th, 2021, at which meeting quorum was present; and that this Resolution was ordered to take immediate effect.

\_\_\_\_\_  
Kathy Case, Clerk



ESTABLISHED 1881

# HUNTER-PRELL CO.

149 RICHMOND, CORNER OF COLUMBIA AND GREENVILLE - BATTLE CREEK, MI 48814  
TELEPHONE 268-6527 FAX 268-6277

Friday, June 25, 2021

Joe  
Pennfield Township

Re: Reroute water main

Dear Joe,

We are pleased to submit our price of \$12,250.00 for the above mentioned project. This is a Lump Sum price. Price includes overtime.

This price includes the following:

- Cutting into existing main before building
- 45" off of water main and running 80LF to other side of building
- Tie into outgoing water main of building
- Backfilling pipe and restoring surface

Price does not include:

- Replacing asphalt or concrete

This quote is guaranteed for 60 days.

Thank you for the opportunity to quote on this project. If you have any questions, please feel free to call.

Sincerely,

Hunter-Prell Company

Chris Hunter

Owner



# Pennfield Charter Township

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

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 21-54  
(A RSEOLUTION TO FUND PHASE 2 OF A THREE PHASE ENGINEERING COST  
OF CAPITAL AVE NE, WATER MAIN REPLACEMENT WITH CIVIL ENGINEERS)**

**BE IT RESOLVED**, That Pennfield Charter Township approves the phase 1 of the Capital Avenue water main replacement with Civil Engineers INC. The cost not to exceed \$60,000.00.

Moved By: \_\_\_\_\_

Supported By: \_\_\_\_\_

Supervisor Leiter-

Trustee Beard-

Clerk Case-

Trustee Anderson-

Treasurer Jackson-

Trustee Vandlen-

Trustee Goodman-

I, Kathy Case, the duly elected and acting Clerk of Pennfield Charter Township, hereby certify that the foregoing resolution was adopted by the Township Board by roll call vote at a regular meeting of the Board held on the September 14th, 2021, at which meeting quorum was present; and that this Resolution was ordered to take immediate effect.

\_\_\_\_\_  
Kathy Case, Clerk



# *Pennfield Charter Township*

## **Preliminary Estimation of Engineer Fees**

August 4, 2021

### **Capital Ave. Water Project**

*CEI Project # 190404*

The is a brief preliminary opinion of probable Engineering Costs for this project. It is based on the assumption the total project cost might be \$1,000,000.

#### **Preliminary Design Phase (\$60,000)**

This phase develops the base map of existing conditions, considers alternatives, creates initial drawings (plans), and includes communications with the Client and MDOT. This work is critical to deciding if the project is feasible or not.

#### **Final Design Phase (\$60,000)**

Once a preliminary design is selected, detailed drawings, specifications, and bid documents will be developed. Applications for MDOT and EGLE permits will also be included. Bid administration support will be the final step of this phase.

#### **Construction Phase (\$120,000)**

Inspection, staking, testing, and payment administration will be performed to assure a successful construction project.

**This is a total Engineering Fee of \$240,000.**



"Professional Engineering Since 1993."

14250 Beadle Lake Road, Suite 150, Battle Creek, MI 49014 [www.CEI-bc.com](http://www.CEI-bc.com) 269-962-5127





# Pennfield Charter Township

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

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 21-55  
(A RSEOLUTION TO FUND PEERLESS MIDWEST REPAIR OF WATER FLOW  
METER AT THE WATER WELL SITE LOCATED AT CAPITAL AVE NE,**

**BE IT RESOLVED,** That Pennfield Charter Township approves the repair of the flow meter at the Pennfield water site located at Capital Ave NE, by Peerles Miidwest, The cost not to exceed **\$7,218.00.**

Moved By: \_\_\_\_\_

Supported By: \_\_\_\_\_

Supervisor Leiter-

Trustee Beard-

Clerk Case-

Trustee Anderson-

Treasurer Jackson-

Trustee Vandlen-

Trustee Goodman-

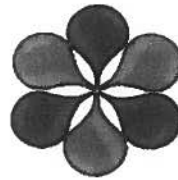
I, Kathy Case, the duly elected and acting Clerk of Pennfield Charter Township, hereby certify that the foregoing resolution was adopted by the Township Board by roll call vote at a regular meeting of the Board held on the September 14th, 2021, at which meeting quorum was present; and that this Resolution was ordered to take immediate effect.

\_\_\_\_\_  
Kathy Case, Clerk



**PEERLESS-MIDWEST, INC.**

55860 Russell Industrial Parkway  
Mishawaka, IN 46545  
574-254-9050



**PEERLESS  
MIDWEST**  
An Employee Owned Company

Pennfield Charter Township

ATTN: Jose Ramirez

20260 Capital Avenue

Battle Creek, MI 49017

jramirez@pennfieldtwp.com

Quote No. JAA-081721

Date: August 17, 2021

REFERENCE Pump 96-3 Discharge Piping

QUANTITY	DESCRIPTION	PRICE
	The pump in Well 96-3 was just overhauled and it was noted that the 10" MagMeter was no longer working properly. Also, it appears that the 10" swing check valve may not be holding properly and is letting water flow back down the well. We propose to order a new MagMeter and then go replace the old one. While on site, our crew can look at the check valve and try to fix it on site. If it is nor repairable, then we would order a new check valve and replace the old one.	
	Field labor to replace old MagMeter and inspect check valve:	\$2,240.00
	New 10" MagMeter:	\$4,978.00
	If needed, a new 10" Swing Check Valve is .... \$5,924.00	
	If needed, crew labor to replace check valve is .... \$2,240.00	

TERMS NET 30

TOTAL PRICE (meter only) \$7,218.00

START ASAP

COMPLETE ASAP

PEERLESS-MIDWEST, INC.

ACCEPTED BY \_\_\_\_\_

BY Joel A. Annable  
Joel A. Annable



# Pennfield Charter Township

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

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 21-56  
(A RESOLUTION TO FUND THE REMOVAL OF THE NORTH ACRES WELL  
SITE BUILDINGS AND STORAGE TANKS)**

**BE IT RESOLVED**, That Pennfield Charter Township approves the removal of the buildings and storage tanks located at the North Acres Well site by Hoyt McMillon at a cost not to exceed **\$24,000.00**.

Moved By: \_\_\_\_\_

Supported By: \_\_\_\_\_

Supervisor Leiter-

Trustee Beard-

Clerk Case-

Trustee Anderson-

Treasurer Jackson-

Trustee Vandlen-

Trustee Goodman-

I, Kathy Case, the duly elected and acting Clerk of Pennfield Charter Township, hereby certify that the foregoing resolution was adopted by the Township Board by roll call vote at a regular meeting of the Board held on the September 14th, 2021, at which meeting quorum was present; and that this Resolution was ordered to take immediate effect.

\_\_\_\_\_  
Kathy Case, Clerk

fax. 968-3434

**PROPOSAL**

**Hoyt McMillon Construction**

10691 D Drive N.  
Ceresco, MI 49033

Phone: (269) 968-6872 • Cell: (269) 967-1651

to: Pennfield Charter Township Date Feb 8-2018

At: Jose Ramirez

Job Name:

old Pump station

Job Location:

230 Alton

Pricing includes the following:

Demo. old pump station

- 1 - Torch 2 well heads off + fill
  - 2 - remove Large ~~water~~ water Tank
  - 3 - pump out + remove oil Tank
  - 4 - Demo pole barn including concrete floor
  - 5 - Demo concrete Block building  
remove floor + foundation walls
- \*not removing cement slab - bury cement slab

Lum sum \$24,000

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered Workman's Compensation Insurance.

Authorized Signature:

*Hoyt McMillon*

Date: Feb 8 2018

Note: This Proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal:

The above prices, specifications and conditions are satisfactory and are hereby accepted.  
You are hereby authorized to do the work specified.

Signature: \_\_\_\_\_ Date of Acceptance: \_\_\_\_\_

**Excavating • Grading • Utility Mains**



ESTABLISHED 1924

# HUNTER-PRELL CO.

149 RICHMOND, CORNER OF COLUMBIA AND GRENVILLE • BATTLE CREEK, MI 49014  
TELEPHONE 269/962-7538 • FAX 269/962-7311

Wednesday, August 04, 2021

Joe Ramirez  
Pennfield Township

Re: Demolition of building

Dear Joe,

We are pleased to submit our price of \$24,105.00 for the above mentioned project. This is a Lump Sum price. Price includes overtime.

This price includes the following:

- Removal of wood garage and concrete
- Removal of block building foundation and concrete floor
- Hauling away tank behind building and removing its foundation
- Restoring topsoil and seeding

This quote is guaranteed for 30 days.

Thank you for the opportunity to quote on this project. If you have any questions, please feel free to call.

Sincerely,

Hunter-Prell Company  
Caleb Hamlin  
CH/nb



# Pennfield Charter Township

20260 Capital Avenue NE, Battle Creek MI 49017

Phone (269) 968-8549 \* Fax (269) 968-2021 \* [www.pennfieldtwp.com](http://www.pennfieldtwp.com)

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

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 21-57  
(A RESOLUTION TO ISSUE A R.F.P FOR THE REWRITE AND POSSIBLE  
CHANGES TO PENNFIELD CHARTER TOWNSHIP ZONING ORDINANCES  
BY THE ZONING ADMINISTRATOR, JEN BOMBA).**

**BE IT RESOLVED** That Pennfield Charter Township approves a zoning RFP to be issued by Jen Bomba for the rewrite of zoning ordinances and possible changes. Applicants shall submit six paper copies of the proposals to Pennfield Charter Township by October 12<sup>th</sup>, 2021, by 4:00 pm.

Moved By: \_\_\_\_\_

Supported By: \_\_\_\_\_

Supervisor Leiter-

Trustee Beard-

Clerk Case-

Trustee Anderson-

Treasurer Jackson-

Trustee Vandlen-

Trustee Goodman-

I, Kathy Case, the duly elected and acting Clerk of Pennfield Charter Township, hereby certify that the foregoing resolution was adopted by the Township Board by roll call vote at a regular meeting of the Board held on the September 14th, 2021, at which meeting quorum was present; and that this Resolution was ordered to take immediate effect.

\_\_\_\_\_  
Kathy Case, Clerk

**Pennfield Charter Township  
Request for Proposals  
Zoning Ordinance Review and Update**

**INTRODUCTION**

Pennfield Charter Township is requesting proposals from qualified consultants to assist the community in updating and rewriting its Zoning Ordinance. **The Township will accept proposals until 4:00pm on Thursday, October XX, 2021**

**BACKGROUND**

Pennfield Charter Township is approximately 35 square miles located in the northwest portion of Calhoun County, adjacent to the City of Battle Creek. Preliminary 2020 Census data indicates a population of 8,871. Capital Ave NE and State Highway M-66 traverses diagonally through the township providing a major gateway corridor to the downtown central business district in the City of Battle Creek.

The current Township Zoning Ordinance was adopted in 1999 and can be found on the township website at pennfieldmi.gov. A comprehensive Master Plan was adopted in 20XX and functions as the vision for the community.

**STAFF**

The Pennfield Charter Township Office Manager and Zoning Administrator will serve as the point of contact for the Township. The members of the Planning Commission, Zoning Board of Appeals, and Township Board will play a role in the process by guiding and supporting the project through a series of public updates, discussions, and public engagement opportunities.

**PROJECT OBJECTIVES**

1. Review the current Township Zoning Ordinance and identify relevant sections to remain, be revised, or be removed.
2. The Zoning Ordinance update should coordinate with and compliment the adopted Township Master Plan.
3. Review current Township Zoning Map and recommend changes as deemed necessary.
4. Coordinate and conduct public input and public hearings as required.
5. Evaluate fee schedule, existing procedures and forms utilized in zoning review, recommend changes as deemed necessary.

**SCOPE of WORK**

With assistance from the township staff, the selected consultant will conduct a review and rewrite of the Township Zoning Ordinance. The consultant will develop a final deliverable that should include the following:

- Drafting the Document – The consultant will prepare the draft Zoning Ordinance, including diagrams/graphics for review by staff and the Planning Commission, culminating in a final version to be acted upon by the Township Planning commission and the Township Board of Trustees.

- Summary Sheet – The consultant shall provide a summary sheet detailing all changes/additions to the draft Zoning Ordinance.
- User Friendly Format – The consultant will work with township staff, as well as web manager, to make the new Zoning Ordinance accessible to the public.
- Updated Maps – The consultant will provide an updated Zoning Map.
- Project Schedule – The consultant shall provide the township with an anticipated schedule and timeline for the above work.

## **SELECTION CRITERIA**

The Selection Committee shall select finalists from the pool of proposals received. The township may ask finalists to present their proposals in person (or via virtual platform), before final selection is made. Evaluating past projects, consideration of the timeline and cost are a few of the criteria the Selection Committee will consider.

## **PROPOSAL REQUIREMENTS**

Proposals should contain the following information:

1. Letter of Interest – Cover letter indicating interest in the project and identifying the firm's ability to provide the services requested.
2. Introduction – A brief description of the firm, including the number of years the firm has been in business, range of professional services, office locations, and staff size.
3. Work Plan – In the project overview, describe the general project approach and process to be employed, describe a process approach that was used in the past to successfully complete similar projects, and describe the proposed project schedule including a timeline of major milestones, deliverables and completion.
4. Experience and Qualifications – A brief description of the firm's prior work relevant to this RFP including the name, address, and contact information of client references and the primary contact person.
5. Consultant Personnel – Identify individuals from the firm's professionals and other staff who will work on this project along with a brief summary of the individual and their work experience.
6. List of Clients – Provide a list of comparable clients for which similar services have been provided in addition to contact information.
7. Timeframe – Provide a timeline for completing the project, including project milestones.
8. Cost Summary – Submit cost estimates for each task associated with preparation of the Zoning Ordinance and overall completion.

## **INQUIRIES**

All requests for clarification or interpretations shall be made in writing and shall be emailed to [jbomba@calhouncountymi.gov](mailto:jbomba@calhouncountymi.gov). Inquiries shall contain the firm's name, contact person, email address and shall be titled "Draft Zoning Ordinance RFP". The deadline for inquiries is September XX, 2021 @ 4:00PM EST.