

EMMETT TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING  
JANUARY 10, 2018

The Township Board monthly meeting was called to order at 7:00 p.m. and was followed by the pledge to the flag.

Roll call of board members, Kot, Brown, Butler, Heiden and Reliford were all present.

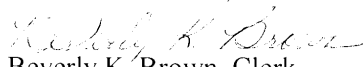
The consent agenda was approved with a motion by Reliford and support by Heiden. Motion carried. The consent agenda included the December 20<sup>th</sup> meeting minutes, the treasurer's financial statement for December which consisted of CD's in the amount of \$74,491.08, revenue sharing \$232,938.26, park & rec. fund of \$12,300.97, tax acct. \$219,057.30, trust & agency \$8,253.01, building acct. \$1,198.48, building insp. \$18,704.02 and general fund of \$16,153.00. The accounts payable of \$169.59 added to the previously paid expenses of \$16,180.41 totaled \$16,350.00 in expenses for the month of December.

We are waiting for word from Sanctum Contracting as to the date when they will be starting work on the building renovation.

A recorder has been purchased by the township to be used at all open meetings held at the township hall, starting with tonight. It is a law that the public is informed of the recording of the meeting so a sign has been posted on the board table in clear view of everyone. Supervisor Butler made it clear that this is a tool that is needed to ensure that in case of a discrepancy, we as a township have something to fall back on.

Heiden made a motion to adjourn the meeting and was supported by Reliford. Motion carried. Meeting was adjourned at 7:11 p.m.

Respectfully submitted,

  
Beverly K. Brown, Clerk

EMMETT TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING  
FEBRUARY 14, 2018

The Township Board February meeting was called to order at 7:00 p.m. and was followed by the pledge to the flag.

Roll call of board members, Brown, Butler, Heiden, Reliford and Kot were all present.

The consent agenda was approved with a motion by Reliford and support by Heiden. Motion carried. The consent agenda included the January 10<sup>th</sup> meeting minutes, the treasurer's financial statement for January which consisted of CD's in the amount of \$74,491.08, revenue sharing \$266,831.00, park & recreation \$7,301.34, tax account \$178,932.39, trust and agency \$8,503.36, building account \$1,198.48, building inspection \$17,179.33 and general fund \$4,259.21. The accounts payable of \$142.74 added to the paid bills of January totals \$12,952.22 for the month.

Chapter 5 of the proposed township policy was distributed to the board members for their review.

Office remodeling is going along smoothly and will be done by next meeting.

The 2018 meeting calendars for the board, planning and ZBA were approved with a motion by Reliford and support by Heiden. Motion carried.

**Resolution #18-01: Annual Budget Hearing Date**, was approved with a motion made by Reliford and support by Heiden.

Roll call: Brown; Yea, Butler; Yea, Heiden; Yea, Reliford; Yea and Kot; Yea. Motion was unanimously passed.

**Resolution #18-02: Establish Township Supervisor Salary at \$12,500.**, was approved with a motion by Brown and support by Kot.

Roll call: Butler; Yea, Heiden; Yea, Kot; Yea, Reliford; Yea and Brown; Yea. Motion was unanimously passed.

**Resolution #18-03: Establish Township Clerk Salary at \$17,500.**, was approved with a motion by Heiden and support by Reliford.

Roll call: Heiden; Yea, Reliford; Yea, Kot; Yea, Brown; Yea and Butler; Yea.  
Motion was unanimously passed.

**Resolution #18-04: Establish Township Treasurer Salary at \$17,500.**, was approved with a motion by Reliford and support by Heiden.

Roll call: Reliford; Yea, Kot; Yea, Brown; Yea, Butler, Yea and Heiden; Yea.  
Motion was unanimously passed.

**Resolution #18-05: Establish Township Trustee Salary at \$95.00 per meeting**, was approved with a motion by Brown and support by Kot.

Roll call: Kot; Yea, Brown; Yea, Butler; Yea, Heiden; Yea and Reliford; Yea.  
Motion was passed unanimously.

Will table the decision of appointing an attorney for legal services until next meeting.

A motion was made by Heiden to accept the budget transfers within the road expenses in the general fund and was supported by Brown.

Roll call: Brown; yea Butler; Yea, Heiden; Yea, Reliford; Yea and Kot; Yea.  
Motion passed.

Planning gave their report.

Vern Pearl, assessor went over the new numbers for the new 2018 tax assessments.

Reliford made a motion to adjourn the meeting and was supported by Heiden.  
Motion was passed. Meeting was adjourned at 8:07 p.m.

Respectfully submitted,



Beverly K. Brown, Clerk

EMMETT TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING  
MARCH 14, 2018

The March township board meeting was called to order at 7:00 p.m., and was followed by the pledge to the flag.

Roll call of board members, Butler, Heiden, Reliford, Kot and Brown all present.

The consent agenda was approved with a motion by Reliford and support by Heiden. Motion carried. The consent agenda included the February 14<sup>th</sup> board of trustee's minutes and the treasurer's financial statement for February. The monthly financial statement for February consisted of CD's in the amount of \$74,491.08, revenue sharing of \$266,875.36, park & recreation fund of \$7,301.62, the tax account in the amount of \$152,378.51, trust and agency \$6,753.66, building account \$1,198.48, building inspection of \$17,167.96 and the general fund with a balance of \$33,952.17.

The final draft of the proposed Emmett Township's Policy was distributed to all board members for their review.

Remodel of the township hall has been completed. The board room now has its own kitchenette and bathroom and the treasurer now has her own office. A motion was made by Reliford and supported by Heiden to pay Sanctum Contracting \$13,127.12 for this job well done. Motion was passed unanimously with a roll call vote: Heiden; Yea, Reliford; Yea, Kot; Yea, Brown; Yea and Butler; Yea.

A synopsis of the county road commission meeting, attended by Brown on Wednesday, February 26<sup>th</sup>, was given to the board members. This shows what the budget figures will be for our township roads and ditching projects for 2018-19. The grant for Bryce Rd chip seal is carried over from the 2017-18 budget year because weather did not permit the project to be completed. A suggestion was made that a second application of chloride be added to Keegan & Brandon roads because of the extra traffic caused by train closure on M-19 in the Village of Emmett.

A motion was made by Brown and supported by Heiden that the paper of record for the budget year of 2018-19 to be the Yale Expositor and also the Tri City Times. Motion carried.



Brown made a motion to accept both fire contracts. Mussey fire is a 2 year contract @ \$3,600 each year and the Emmett Village fire contract for 1 year at \$60,973.62. Support was by Kot. Motion was passed unanimously by roll call vote: Reliford; Yea, Kot; Yea, Brown; Yea, Butler; Yea and Heiden; Yea.

A lawn maintenance contract for the park was received from Maas Lawn Care, each mowing will be up \$20.00 from last year's contract to \$100.00 for each mowing. A motion by Reliford to accept the contract was supported by Heiden. Roll call vote: Kot; Yea, Brown; Yea, Butler; Yea, Heiden; Yea and Butler; yea. Motion passed.

A suggestion was made for the township to cover the cost of Demaray's fee for (2) car or small truck tires brought in by a resident to the township dumpster day. Another suggestion was to change our dates for dumpster days to the 1<sup>st</sup> Saturday in May and June and also the 1<sup>st</sup> Saturday in October. Clerk Brown will check this out with Jeff's Rubbish and Demaray's Tire and report back.

A letter was received by the township board from James Waddy, he is resigning as the Zoning Administrator, to take effect March 31, 2018. A motion by Butler was made to accept the resignation and was supported by Reliford. Roll call vote: Kot; Yea, Brown; Nay, Butler; Yea, Heiden; Yea and Reliford; Yea Motion passed.

Planning gave report.

The following increases in wages will take effect for 2018-19 budget year starting April 1, 2018:

Heiden moved to raise election inspectors from \$11.50 per hour to \$12.50. Motion was supported by Reliford.

Roll call vote: Brown; Yea, Butler; Yea, Heiden; Yea, Reliford; Yea and Kot; Yea Motion passed.

Heiden entered a motion to raise the planning commission chair to \$85.00 per scheduled meeting. Reliford supported the motion.

Roll call vote: Butler; Yea, Heiden, Yea, Reliford; Yea, Kot; Yea and Brown; Yea Motion passed.

Heiden entered a motion to raise the planning recording secretary to \$85.00 per scheduled meeting and was supported by Butler.

Roll call vote: Heiden; Yea, Reliford; Yea, Kot; Yea, Brown; Yea and Butler; Yea Motion passed.

Building administrator, Waddy's salary was raised to \$3,000.00 per year with a motion entered by Heiden and supported by Reliford.

Roll call vote: Reliford; Yea, Kot; Yea, Brown; yea, Butler; Yea and Heiden; Yea  
Motion carried.

Assessor Pearl's salary for the coming year will be \$17,700.00, so moved by Reliford and supported by Heiden.

Roll call vote: Kot; Yea, Brown; Yea, Butler; Yea, Heiden; Yea and Reliford; Yea  
Motion carried.

Assistant Assessor, Carly Kimmen-DeMill's salary for the coming budget year will be \$8,850.00, so moved by Reliford and supported by Heiden.

Roll call vote: Brown; yea, Butler; Yea, Heiden; Yea, Reliford; Yea and Kot; Yea  
Motion carried.

Brown made a motion to pay the alternate members: Board of Review, Planning Commission and ZBA \$50.00 for attending their respective appointed positions to these boards, when they attend the regularly scheduled meetings. It is mandatory for all employees to sign an attendance sheet at each meeting. Heiden supported.  
Roll call vote: Butler; Yea, Heiden; Yea, Reliford; Yea, Kot; Yea and Brown; Yea  
Motion carried.

Motion was made by Heiden and supported by Reliford to adjourn the meeting.  
Motion carried. Meeting adjourned at 8:58 p.m.

Respectfully submitted,



Beverly K. Brown, Clerk

EMMETT TOWNSHIP BOARD OF TRUSTEES  
BUGET MEETING  
MARCH 14, 2018

The budget meeting was called to order at 8:57 p.m. immediately following the regular March meeting of the board of trustees. This meeting will set the 2018-19 Budget for Emmett Township.

Roll call: Heiden, Reliford, Kot, Brown and Butler were all in attendance.

**Resolution #18-06: Investment and Depository Designation;** was approved with a motion by Kot and support by Reliford.  
Roll call vote: Butler; Yea, Heiden; Yea, Reliford; Yea, Kot; yea and Brown, Yea.  
Motion was passed unanimously.

**Resolution #18-07: Investment & Depository Authorization;** was approved with a motion by Kot and support by Brown.  
Roll call vote: Heiden; Yea, Reliford; Yea, Kot; Yea, Brown; Yea and Butler; Yea.  
Motion was passed unanimously.

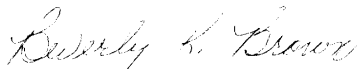
**Resolution #18-08: General Fund in the amount of \$698,750.00;** was approved with a motion Reliford and support by Heiden.  
Roll call vote: Reliford; Yea, Kot; Yea, Brown; Yea, Butler; Yea and Heiden; Yea.  
Motion was passed unanimously.

**Resolution #18-09: Building Inspection Fund in the amount of \$39,100.00;** was approved with a motion by Reliford and support by Heiden.  
Roll call vote: Kot; Yea, Brown; Yea, Butler; Yea, Heiden; Yea and Reliford; Yea.  
Motion was passed unanimously.

**Resolution #18-10: Park & Recreation Fund in the amount of \$17,305.62;** was approved with a motion by Reliford and support by Heiden.  
Roll call vote: Brown; Yea, Butler; Yea, Heiden; Yea, Reliford; Yea and Kot; Yea.  
Motion was passed unanimously.

Heiden made a motion to adjourn the budget meeting and was supported by Reliford. Meeting was adjourned at 9:07 p.m.

Respectfully Submitted,



Beverly K. Brown, Clerk

EMMETT TOWNSHIP BORAD OF TRUSTEES  
REGULAR MEETING  
APRIL 11, 2018

The April meeting was called to order at 7:00 p.m. followed by the pledge to the flag.

Roll call of board members, Heiden, Reliford, Kot, Brown and Butler were all present.

The consent agenda was approved with a motion by Heiden and supported by Reliford. Motion carried. The consent agenda included the March 14<sup>th</sup> board minutes and minutes of the budget meeting which followed the regular meeting. The March financial statement showed a total of \$74,491.08 in CD's, revenue sharing account of \$299,245.18, park & recreation \$7,301.93, tax account \$2.00, trust and agency \$7,253.95, building inspection \$17,288.83 and the general fund \$31,272.49. The building account was closed, The balance of \$1,198.48 was transferred to the general fund and added to the capitol expense for the remodel of the hall.

Heiden made a motion to approve the Emmett Township Policy update and was supported by Reliford.

Roll call vote: Reliford; Yea, Kot; Yea, Brown; Yea, Butler; Yea and Heiden; Yea. Motion was unanimously passed.

Kot & Butler attended the road tour Monday, April 9<sup>th</sup> . The total of 109 loads of limestone for \$110,129.24 along with the 80/20 limestone application of 2 miles at \$4,999.99 will be applied to the roads this spring. Three culverts will be replaced. The chloride application includes the third pass on Breen Rd from M-21 to Foley and Metcalf Rd at M-19 to Carney Road at \$16,500.00. If necessary a fall application may be applied on Brandon & Keegan to Burt because of excessive travel when the train delays traffic thru the Village. Brown made a motion to accept the road improvements listed and was supported by Kot.

Roll call vote: Brown; Yea, Butler; Yea, Heiden; Yea, Reliford; Yea and Kot; Yea. Motion was passed.

Brown has finished the Personnel Guidebook which is an extension to the Policy. The board is asked to review the handout for next meeting.

Brown made a motion to retain Janal L. Mossett of the Kelly Law Firm in Port Huron as our attorney and the Emmett Township supervisor as the contact person. Heiden supported. Motion carried.

Motion by Brown to table the zoning administrator job description until next meeting giving everyone time to read the information that Heiden has collected. Support was by Heiden. Motion carried.

**Resolution #18-11: Establish Authority:** was approved with a motion by Reliford and support by Heiden.  
Roll call vote: Brown; Yea, Butler; Yea, Heiden, Yea, Reliford; Yea and Kot; Yea. Motion passed.

Dumpster Days this spring will be Saturday May 5<sup>th</sup> and June 2<sup>nd</sup>. Two car or small truck tires will be free for each Emmett Township household on May 5<sup>th</sup> Dumpster Day, residents will pay the \$3.00 fee for all others.

Planning Commission gave report.

Reliford made a motion to adjourn the meeting and was supported by Heiden. Motion carried. Meeting was adjourned at 7:53 p.m.

Respectfully submitted,



Beverly K. Brown, Clerk

# EMMETT TOWNSHIP BOARD OF TRUSTEES

## REGULAR MEETING

MAY 9, 2018

The May meeting was called to order at 7:00 p.m. and was followed by the pledge to the flag.

Roll call was taken with Heiden, Reliford, Kot, Brown and Butler all present.

The April consent agenda was approved with a motion by Reliford and support by Heiden. Motion was unanimously approved and consisted of the April minutes and financial statement. The financial statement for the month of April shows CD's of \$74,449.08, revenue sharing \$274,347.25, park & recreation \$7,301.93, tax account \$2.00, trust and agency \$6,004.24, building administrators \$16,849.72 and the general fund \$5,288.95. Accounts payable for April was \$1,378.49 added to the expenditures made during the month makes the total of \$54,124.40 for April.

Brown made a motion to accept the Emmett Township Personnel Guidebook for Staff that was presented to all board of trustees at last meeting for their review. Heiden supported the motion and was approved by unanimous decision.

A letter has been mailed to the Kelly Law Firm to retain Janal L. Mossett as the township attorney with the Supervisor as our contact person.

Reliford made a motion to table the job description for the vacancy of the zoning administrator until next meeting and was supported by Heiden. Motion carried.

Dumpster Day, May 5<sup>th</sup> was a success with at least 50 tires being brought in for: the two free tires per household promotion.

We will be receiving some further information from Kerr-Albert, Standard Office and Staples on purchase prices of an office copier.

Several trees will need to be removed from the park area due to the recent wind storms. Brown will be contacting several tree removal businesses.

A list of ditching projects was given to each board member so that we may make up a priority list after each board member has a chance to see for themselves just where all the projected ditching will take place.

Planning commission gave the report

Enforcement officer's report was received.

Resident Dan Greenia, 11376 Bryce Road came to the Board with concerns of his neighbor, Chastin Keegan, doing a lot of target shooting toward a small berm. Chastin has a home occupation letter on file with the township stating; the CPL training not to include live fire on my property.

Heiden made a motion to adjourn the meeting and was supported by Brown. Motion carried. Meeting adjourned at 8:10 p.m.

Respectfully Submitted,



Beverly K. Brown, Clerk

Township of Emmett Planning Commission  
June 18, 2018 Meeting Minutes

- Meeting called to order at 7:05pm by Chairman Mueller
- Roll Call Taken: Reliford, Mueller, Scott, Bowen in attendance.  
Dumas and Powers absent
- Minutes of the May 21, 2018 meeting read. Motion to approve with no corrections made by Reliford, seconded by Scott.
- Old Business:
  - a. Reviewed zoning/building ordinance administrator duties and responsibilities from other communities. Communities ordinances reviewed were: Hamburg Twp., South Branch Twp., Grattan Twp., Village of Emmett, Township of Emmett's current ordinance, and a generic ordinance.
  - b. Reviewed the duties in the Township of Emmett's ordinance book of the building inspector and the zoning inspector.
  - c. Prepared packet of a couple of sample zoning/building administrator duties, with a reminder to review the current building administrator duties, for Liaison Reliford to present to the Township of Emmett's Board to review. Planning Commission is interested in learning more of what the Twp. Board is looking for, and how entailed do they want the duties of the zoning administrator?
- Master Plan review tabled for another month.
- New Business:
  - a. No new business
- No public attendees
- No correspondence
- Motion to adjourn at 9:00pm made by Reliford, seconded by Scott

*Swann Dumas*



EMMETT TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING  
JULY 11, 2018

The July meeting was called to order at 7:00 p.m. by the clerk, in the absence of the supervisor. The pledge to the flag was recited by all and then Carrie Kot was asked to moderate the meeting.

Roll call was taken with Butler absent, Brown, Heiden, Reliford and Kot were present.

The June consent agenda was approved with a motion by Reliford and support by Heiden. The motion was approved and consisted of the June meeting minutes and financial statement. The financial statement for the month of June shows CD's in the amount of \$74,775.48, revenue sharing \$295,367.21, park & recreation \$6,787.83, tax acct \$2.00, trust & agency \$6,254.80, building insp. \$17,053.01 and the general fund \$1,508.07. The accounts payable for June was \$83,390.98, added to the expenditures made during the month makes a total of \$97,994.43 for June expenses.

The planning commission reported that they really don't have anything written up for the zoning administrator job description and handed out copies from other townships. Kot made a motion that we table this job description until next meeting and was supported by Brown. Motion carried.

None of the attending board members have physically checked the road ditches on the list so Brown made a motion to table the ditching priority list until next meeting and was supported by Heiden. Motion carried.

After Heiden went thru the 2 copier bids with all the details of each, Brown made a motion to go with the Brother copier from Standard Office Supply at \$499.00 plus an extra toner at \$124.00. Heiden supported.

Roll call: Kot; Yea, Heiden; Yea, Reliford; Yea and Brown, Yea.  
Motion carried.

Heiden made a motion to send the blight violation of the Haden property on to Nick. Support by Brown. Motion carried.

Planning gave report.

Brown gave out the 2017-18 audits, just received from King & King, with the consensus that we have the auditors come to the next meeting to review what is in the report.

Mr. Kot, Breen Road wondered if Atwell Road had chloride applied this year.

Brown made a motion to adjourn the meeting and was supported by Heiden.  
Meeting was adjourned at 7:37 p.m.

Respectfully submitted,

  
Beverly K. Brown, Clerk

EMMETT TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING  
AUGUST 8, 2018

The August meeting was called to order at 7:00 p.m. by the supervisor. The pledge to the flag was recited by all.

Roll call was taken with Heiden, Reliford, Kot, Brown and Butler all present.

The August consent agenda was approved with a motion by Heiden and support by Reliford. The motion was approved and consisted of the July meeting minutes and financial statement. The financial statement for the month of July shows CD's in the amount of \$74,775.48, revenue sharing \$295,367.21, park & rec. of \$6,338.11, tax acct \$2.00, trust & agency \$6,775.10, building insp. \$17,686.51 and the general fund with a balance of \$468.23. The accounts payable for July were \$23,371.04 added to the paid expenditures of \$107,857.54 totals \$131,228.58 total expenditures for the month of July.

The list of duties for a zoning administrator has not yet been completed.

Ditching priority list has not been completed.

Resolutions for Homeland and Emergency Management will be completed for next month's meeting.

The clerk will call Jeff's Disposal to check on availability of date for the Dumpster Day for October.

Clerk Brown reported to the board of the problems faced by the election inspectors at the August 7<sup>th</sup> Primary election. The new tabulator malfunctioned and was finally replaced during the open hours of the election.

Brown made a motion to have Assessor Vern Pearl serve as spokesman to the township attorney Janal Mossett in the case of an ongoing assessing problem with a resident. Support was by Heiden. Motion carried.

Lehn King of King & King CPA's went over the last year's audit showing a five year printout of the changes in the expenditures.



EMMETT TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING  
SEPTEMBER 12, 2018

The September meeting was called to order at 7:00 p.m. and was followed by the pledge to the flag.

Roll call was take with Reliford, Kot, Brown, Butler and Heiden, all present.

The September consent agenda was approved with a motion by Reliford and support by Heiden. The motion was approved and consisted of the August board minutes and financial statement. The financial statement for the month of August shows CD's in the amount of \$74,775.48, revenue sharing of \$125,914.29, park & rec. of \$4,721.33, Tax acct \$1,552.21, trust & agency \$7,005.40, building acct \$18,476.17 and the general fund \$16,660.71. The accounts payable for August was \$593.79 added to the paid expenditures of \$88,206.00 gives a total of \$88,799.79 expenditures for August.

The procedures in the Township Ordinance Book will be followed for the Blight issues at hand.

Heiden made a motion to accept the retirement of Dan Jex as the Plumbing and Mechanical Inspector. Reliford supported the motion and the motion was passed.

A motion was introduced by Brown to accept the employment of Paul Shamka, with a 90 day probation period to the open job of the plumbing & mechanical inspector to start as of September 17, 2018. Support was by Heiden.

Roll Call: Heiden; Yea, Reliford: Yea, Kot; Yea, Brown; Yea and Butler; Yea. Motion passed.

Butler is going to submit to the St. Clair County Road Commission the \$50,000.00 50/50 grant for removing the berm on several of the gravel roads.

Heiden made a motion to accept the RESA agreement for the loan of their laptop for election purposes. The charge will be \$62.00 per hour with the initial use for the November 6 election to be between 4 or 5 hours plus mileage at IRS mileage rate.

Kot supported the motion.

Roll Call: Reliford; Yea, Kot; Yea, Brown; Yea, Butler; Yea and Heiden; Yea. Motion carried.

RESOLUTION # 18-12 Establishing Assessing Dept. Property Exemption Policy/  
Procedures and Application

Motion by Reliford to accept this Resolution #18-12 and was supported by Kot.  
Roll Call: Kot; Yea, Brown; Yea, Butler; Yea, Heiden; Yea and Reliford; Yea.  
Motion carried.

RESOLUTION #18-13 County Road Funding Assistance

A motion by Brown and support by Heiden to accept Resolution #18-13.  
Roll Call: Brown; Yea, Butler; Yea, Heiden; Yea, Reliford; Yea and Kot; Yea.  
Motion carried.

RESOLUTION #18-14 Adopting the Emergency Support Plan

Motion by Brown and support by Kot to accept Resolution #18-14.  
Roll Call: Butler; Yea, Heiden; Yea, Reliford; Yea, Kot; Yea and Brown; Yea.  
Motion carried.

RESOLUTION #18-15 Adoption of the St. Clair Co. Hazard Mitigation Plan

Motion made by Kot and support by Brown to accept Resolution #18-15.  
Roll Call: Heiden; Yea, Reliford; Yea, Lot; Yea, Brown; Yea and Butler; Yea.  
Motion carried.

Discussion of the board on replacement for Ed Wojtysiak on the board of review upon his passing and the memorial to Mary Ellen Lewis upon her passing earlier in the year.

There was also discussion on the mowing of the park, snow removal and insect spraying of the playscape.


Planning commission gave report.

Enforcement officer's report was received.

Resident Joe Munoz of 12885 Rynn Road addressed the problem with the blight at 12878 Rynn Road.

A motion was made by Reliford and supported by Heiden to adjourn the meeting.  
Motion carried. Meeting adjourned at 8:24 p.m.

Respectfully Submitted,

  
Beverly K. Brown, Clerk



# Minutes of Emmett Township Planning Commission

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*August 20, 2018*

Chairman Mueller called the meeting to order at 7:18 pm. Roll call taken with Mueller, Bowen, Reliford, Scott and Dumas present. Powers absent.

Dumas read the July minutes for the regular meeting. Scott made a motion to approve the minutes as corrected with striking "present in general" in the first paragraph. Reliford seconds the motion. With all in favor, motion carried.

## New Business

Mueller presented two applications and a letter to review to the planning commission. First was for new construction of primary residence:

Mueller contacted Mitchell Bollaert during the meeting about 13177 Atwell Road, asked questions and gathered information about the zoning form. The planning commission reviewed several ordinances then Dumas made a motion to recommend the approval of the Bollaert construction with the following conditions; the new residential construction being conforming with all existing ordinances per article 11; however, all other existing accessory structures will remain non-conforming with no additions or changes from agricultural use. All future accessory buildings shall follow current ordinance. Scott seconds the motion, with all in favor motion carried.

Second application was from Jeff & Julie Rudd, property of interest 3801 Quain Road. The planning commission recommended the following: as agricultural this is a permitted use however a letter of intent should be obtained to clarify his intent.

Then the final letter to review was from Fletcher Fealko a request for all Emmett Township ordinances that prohibit the possession of drug paraphernalia including but not limited to syringes. The planning commission's recommendation to the board of trustees is to contact the township attorney on this matter. We currently have no ordinances regarding syringes and drug paraphernalia.

## Old Business:

Master plan review tabled.

## Other Business:

Up coming MPC workshops October 29<sup>th</sup>

No Matters pertaining to the general public.

## Communications:

Berlin Twp. Starting master plan review

# Minutes of Emmett Township Planning Commission

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Dumas moved to adjourn the meeting 9:32 p.m. Bowen seconds the motion. With all in favor,  
Motion carried.

Recording Secretary of the Emmett Township Planning Commission,

Susann J. Dumas

A handwritten signature in dark ink, appearing to be 'SJD', with a long horizontal line extending to the right.

EMMETT TOWNSHIP PLANNING COMMISSION  
9-17-18 MEETING MINUTES

Meeting called to order by Chairman Mueller at 7:08pm

Roll Call: Scott Mueller, Keith Scott, Pat Powers, Sandy Reliford, Joan Bowen present. Susanne Dumas absent

Minutes from the August 20, 2018 meeting read. Motion to accept minutes made by Pat Powers, seconded by Keith Scott.

New Business:

- a. Discussed creating a form or letter to respond to inquiries from residents regarding approvals, or non-approvals, of permissions pertaining to zoning ordinances. Letter will include an explanation of why something is allowed, or not allowed, within the township's zoning.
- b. Discussed sending a copy of the meeting minutes with the aforementioned letter.

Old Business:

- a. Tabled review of Master Plan to next month

Communications:

- a. Letter from the Village of Emmett informing the Township of their Master Plan review.
- b. An email communication discussing medical marijuana facilities in communities was shared with the commission. Communities like the Township who did nothing are believed to have opted out of allowing facilities to open within their jurisdictions.

Motion to adjourn at 8:05pm made by Sandy Reliford, seconded by Pat Powers.

A handwritten signature in dark ink, appearing to be 'S. Reliford', with a long horizontal stroke extending to the right.



EMMETT TOWNSHIP PLANNING COMMISSION  
October 15, 2018 Meeting Minutes

Meeting called to order by Chairman Mueller at 7:00pm

Roll Call Taken: Scott Mueller, Keith Scott, Pat Powers, Sandy Reliford, Joan Bowen present  
Susanne Dumas absent

Minutes of the September 17, 2018 read. Motion to approve the minutes made by Reliford, seconded by Scott

Old Business

- a. Agreed to table the ongoing review of the Master Plan until next month

New Business

- a. Discussion held regarding the commission preparing a letter to any resident, or business, after a decision has been made on their request for any changes wanting to be done on their property or structures that require permits and/or variances to ordinances. Letter would include:
  - An explanation of the board's decision
  - Any restrictions or reminders to the conformity of the property and structures after any approved changes
  - And the statement noting a copy of the letter will be kept in their permanent file in the township hall
- b. A letter was prepared for the homeowner on Atkins Rd. who had previously requested to build a new house on their property but had asked to build it near the current home's location, which still placed it behind existing barn(s) located on the property.

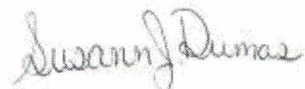
No New Business

Communications:

- a. A fall workshop is being offered on October 29, 2018

No comments from the public

Motion made to adjourn at 9:00pm by Reliford, seconded by Scott.



# ELECTRICAL PERMIT APPLICATION

EMMETT TOWNSHIP-11100 Dunnigan Rd. Emmett MI 48022

PERMIT # E- \_\_\_\_\_ - \_\_\_\_\_

DATE \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

For Inspections Call **PAUL RAICEVICH (586) 873-2660**

Authority: 1972 PA 230

Penalty: Failure to provide information may result in denial of your request.

## I. PROJECT or FACILITY INFORMATION

PROPERTY ID# \_\_\_\_\_

NAME OF OWNER	PHONE #
STREET ADDRESS / JOB LOCATION	
HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT REQUIRED	

## II. APPLICANT / CONTRACTOR CONTACT INFORMATION

APPLICANT IS : <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	TELEPHONE NUMBER	EMAIL		
NAME	ADDRESS	CITY	STATE	ZIP
STATE LICENSE NUMBER	EXPIRATION DATE	STATE REGISTRATION NUMBER	EXPIRATION DATE	
FEDERAL EMPLOYER ID NUMBER	WORKERS COMPENSATION INSURANCE CARRIER	UIA NUMBER		

## III. TYPE OF JOB

<input type="checkbox"/> SINGLE FAMILY	<input type="checkbox"/> NEW	<input type="checkbox"/> SERVICE ONLY	<input type="checkbox"/> PREMANUF. HOME SET UP (STATE APPROVE)	<input type="checkbox"/> STATE OWNED
<input type="checkbox"/> OTHER	<input type="checkbox"/> ALTERATIONS	<input type="checkbox"/> SPECIAL INSPECTION	<input type="checkbox"/> MANUF. HOME SET UP (HUD MOBILE HOME)	<input type="checkbox"/> SCHOOL

## IV. PLAN REVIEW INFORMATION

Plans must be submitted with an application for Plan Examination and the appropriate deposit before a permit can be issued, except as indicated below:

### PLANS ARE NOT REQUIRED FOR THE FOLLOWING:

- When the electrical system rating does not exceed 400 amps and the building is not over 3,500 square feet in area.
- Work completed by a governmental subdivision or state agency costing less than \$15,000.00.

If work being performed is described above, check box "Plans Not Required."

☐ PLANS NOT REQUIRED

What is the rating of the service or feeder in ampere? \_\_\_\_\_

What is the building size in square footage? \_\_\_\_\_

**Plans are required** for all other building types and shall be prepared under the direct supervision of an architect or engineer licensed pursuant to 1980 PA 299 and shall bear that architect's or engineer's seal and signature.

## V. APPLICANT SIGNATURE

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subjected to civil fines.

SIGNATURE OF CONTRACTOR OR HOMEOWNER  
(HOMEOWNER SIGNATURE INDICATES COMPLIANCE WITH SECTION VI. HOMEOWNER AFFIDAVIT)

DATE

## VI. HOMEOWNER AFFIDAVIT

I hereby certify the electrical work described on this permit application, shall be installed by myself, in my own home, in which I am living or about to occupy. All work shall be installed in accordance with the State Electrical Codes and shall not be enclosed, covered up or put into operation until it has been inspected and approved by the Brockway Township Electrical Inspector. I will cooperate with the Brockway Township Electrical Inspector and assume the responsibility to arrange for the necessary inspections.

**INSTRUCTIONS:** No electrical work shall be started until the application for permit has been filed. All installations shall be in conformance with the Michigan Electrical Code. No work shall be concealed until it has been inspected. Please phone **PAUL RAICEVICH at (586)873-2660**, with the job location and permit number, in order to schedule your inspections.

**EXPIRATION:** A permit remains valid as long as work is in progress and inspections are requested and conducted. A permit becomes invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after commencing the work. Permit will be closed when no inspections are requested and conducted with six months of the date of issuance or the date of a previous inspection. Closed permits cannot be refunded or reinstated.

Emmett Township will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need help with reading, writing, hearing, etc... under the Americans with Disabilities Act, you may make your needs known to this agency.



FEE TYPE	FEE	#	TOTAL
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### ELECTRICAL SERVICE

Service: Through 200 Amps	25.00		
201 through 600 Amp	30.00		
601 through 800 Amp	35.00		
801 through 1200 Amp	40.00		
Over 1200 Amp (GFI only)	50.00		

### CIRCUITS, OUTLETS, and FIXTURES

Circuits 120 volt - include all branch circuits regardless of load end termination point.	5.00		
Power outlets 240 volt - ranges, dryers, welders, etc. (if new, include circuit as above).	10.00		
Lighting fixtures - per 25	10.00		
Dishwasher / Disposal / Appliances - Stationary. (If new, include circuit).	8.00		
Furnace, Boiler, Unit Heater	8.00		
Electrical Heating Units (Baseboard)	10.00		
Bus duct, wire ways, cable bus, under floor, raceway underground feeders, etc. <b>PER 50'</b>	15.00		

### POWER APPARATUS-NOT SOLAR

Units up to 20 K.V.A.	20.00		
Units 21 to 50 K.V.A.	25.00		
Units 51 K.V.A. and over	30.00		

### MISCELLANEOUS

Sub-Panels / Additional Distribution Centers	25.00		
Generator Transfer Switch	30.00		
Energy Retrofit - Temp Control	45.00		
Conduit or Grounding Only	45.00		

### MOBILE HOME - RECREATIONAL - CARNIVAL

Mobile home hook-up	25.00		
Recreational Vehicle Park Site	6.00		
Carnival - Ride, Booth, Display Charge / Hour	50.00		

DATE ISSUED \_\_\_\_\_ RECEIPT # \_\_\_\_\_

☐ CASH ☐ CHECK # \_\_\_\_\_

RECD BY \_\_\_\_\_

FEE TYPE	FEE	#	TOTAL
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### ALTERNATIVE ENERGY

Fee Type	Fee	#	Total
K.V.A., H.P., WIND TURBINES, SOLAR PANELS <b>EVSE</b> - Electrical Vehicle Supply Equipment <b>PV MODULES</b> - Photovoltaic (Per Panel)			
Units up to 20 K.V.A. or H.P. / <b>PER PV MODULE</b>	6.00		
Units 21 to 50 K.V.A. or H.P. / <b>PER PV MODULE</b>	10.00		
Units over 50 K.V.A. or H.P. / <b>PER PV MODULE</b>	12.00		

### SIGNS, FIRE ALARMS, COMMUNICATIONS

Fee Type	Fee	#	Total
SIGNS - Unit	10.00		
SIGNS - Letter	15.00		
SIGNS - Neon - each 25 ft.	20.00		
<b>FIRE ALARM SYSTEMS (Not Smoke Detectors)</b>			
1 to 10 Devices	50.00		
11 to 20 Devices	100.00		
Over 20 Devices (Cost per each)	5.00		
<b>DATA / TELECOMMUNICATION OUTLETS</b>			
1 -19 Devices (Cost per each)	5.00		
20 - 300 Devices	100.00		
Over 300 Devices	300.00		

### POSSIBLE ADDITIONAL CHARGES

Application Fee / <b>Commercial Additional</b> (Non Refundable)	50.00		
Special / Safety Insp (per hour)	50.00		
Additional or Re-Inspection	40.00		
Plan Review (per hour)	50.00		
License Registration	15.00		

### REQUIRED FEES TO ALL PERMITS

Application Fee Residential (Non-Refundable)	50.00	1	\$50.00
Final Inspection	50.00	1	\$50.00

TOTAL MUST INCLUDE FEES FOR APPLICATION & FINAL INSP.

MAKE CHECKS PAYABLE TO "EMMETT TOWNSHIP" **TOTAL FEES**  
\$

**MECHANICAL PERMIT APPLICATION**  
Emmett Township, Emmett, MI 48022

AUTHORITY: ACT 230, PA 1972, as Amended  
COMPLETION: Installation Shall Not Be Started  
Until Application is Filed  
PENALTY: Written Order To Stop Construction

Date of Application:

Permit No.

Property I.D. #

**I. JOB LOCATION**

Name of Owner/Agent	Has a building permit been obtained for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required		
Street Address & Location (Street No. and Name)	City/Village	Township	County

**II. CONTRACTOR/HOMEOWNER INFORMATION**

<input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner Name (Check Appropriate Box)		License Number	Expiration Date
Address (Street No. and Name)		City	State
			Zip Code
Telephone Number	Date of Birth	Federal Employer ID Number (or reason for exemption)	
Workers Compensation Insurance Carrier (or reason for exemption)		MESC Employer Number (or reason for exemption)	

**III. TYPE OF JOB**

<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Premanufactured Home Setup (State Approved)
<input type="checkbox"/> Other	<input type="checkbox"/> Alterations	<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)

**IV. PLAN REVIEW REQUIRED**

See Section VII. for plan review requirements before completing this section.  
☐ A. Plans not required. ☐ C. Plans required but not yet submitted.  
☐ B. Plans Required and Submitted

**V. APPLICANT SIGNATURE**

Section 23a of the State Construction Act of 1972, Act No. 230 of the Public Acts of 1972, being section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.

Signature of Licensee or Homeowner (Homeowner must also sign affidavit below)

**VI. HOMEOWNER AFFIDAVIT**

I hereby certify the mechanical work described on this permit application shall be installed by myself in my own home in which I am living or about to occupy. All work shall be installed in accordance with the State Mechanical Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Township Mechanical Inspector. I will cooperate with the Township Mechanical Inspector and assume responsibility to arrange for necessary inspections.

Signature of Homeowner

**VII. PLAN REVIEW REQUIREMENT**

Plans and specifications for new construction work, alteration, repair, expansion, addition, or modification work shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to Act No. 299 of the Public Acts of 1980, as amended, and shall bear that architect's or engineer's signature and seal.  
**A PLAN REVIEW IS REQUIRED BEFORE A PERMIT CAN BE ISSUED.**

- Exception 1: Alterations and repair work determined by the mechanical official to be of a minor nature.  
Exception 2: Work completed by a governmental subdivision or state agency costing less than \$15,000.00.  
Exception 3: A building of use group R-2, R-3, or R-4 containing not more than 3,500 square feet of building area.  
Exception 4: A building of use group B, M or S-2 having HVAC equipment only, with one fire area and not more than 3,500 square feet.

**COMPLETE APPLICATION ON BACK SIDE**



## VIII. FEE CLARIFICATIONS

### ITEM #2, RESIDENTIAL HEATING SYSTEM:

This item is used for the installation of a heating system in a new residential structure, Items #10; Gas Piping and #18, Duct **SHOULD NOT BE** charged. Replacement systems should be itemized.

## IX. FEE CHART - Enter the number of items being installed, multiply by the unit price for total fee.

	FEE	#ITEM	TOTAL
1. Application Fee (non-refundable)	\$50.00	1	\$50.00
2. Residential Heating System (includes duct & pipe)	\$50.00		
3. Gas/Oil burning Equipment New and/or Conversion Units	\$30.00		
4. Residential Boiler	\$30.00		
5. Water Heater	\$5.00		
6. Flue/Vent Damper	\$5.00		
7. Solid Fuel Equip. (includes chimney) <input type="checkbox"/> Gas Burning Fireplace	\$30.00		
8. Chimney, Factory built-installed separately	\$25.00		
9. Solar, set of 3 panels (includes piping)	\$20.00		
10. Gas piping; each opening - new installation	\$5.00		
11. Air Conditioning	\$30.00		
12. Heat Pumps; Geo Thermal	\$30.00		
13. Bath & Kitchen exhaust	\$5.00		
Tanks 14. Above ground	\$20.00		
15. Below ground	\$25.00		
16. Humidifiers	\$10.00		
17. Piping - minimum \$25.00	\$ .05 / ft.		
18. Duct - minimum \$25.00	\$ .10 / ft.		

	FEE	#ITEM	TOTAL
19. Heat Pumps; Commercial (pipe not included)	\$20.00		
Air Handlers/Heat Wheels			
20. Under 10,000 CFM	\$20.00		
21. Over 10,000 CFM	\$60.00		
22. Commercial Hoods	\$15.00		
23. Heat Recovery Units	\$10.00		
24. V.A.V. Boxes	\$10.00		
25. Unit Ventilators	\$10.00		
26. Unit Heaters (Terminal Units)	\$15.00		
27. Fire Suppression/Protection - minimum \$20.00	\$ .75 per head		
28. Evaporator Coils	\$30.00		
29. Refrigeration (Split System)	\$30.00		
30. Chiller	\$30.00		
31. Cooling Towers	\$30.00		
32. Compressor	\$30.00		
33. Special/Safety Inspection	\$50.00		
34. Rough & Additional Inspection	\$50.00		
35. Final Inspection	\$50.00		\$50.00
36. Plan Review (per hour)	\$50.00		

TOTAL FEES

## MAKE CHECKS PAYABLE TO:

EMMETT TOWNSHIP

## SEND APPLICATIONS TO:

EMMETT TOWNSHIP  
11100 DUNNIGAN ROAD  
EMMETT, MI 48022

## FOR INSPECTIONS CALL:

PAUL SHAMKA  
Fax - (810) 387-3913  
Cell - (810) 531-3241

## X. INSTRUCTIONS FOR COMPLETING APPLICATION

**GENERAL:** Mechanical work shall not be started until the application for permit has been filed with the Township. All installations shall be in conformance with the State Mechanical Code. No work shall be concealed until it has been inspected.

The name of the inspector and the telephone number will be provided on the permit form. When ready for an inspection, call the inspector providing as much advance notice as possible. The inspector will need the location and permit number.

**EXPIRATION OF PERMIT:** A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.

WHEN PROPERLY VALIDATED (IN SPACE BELOW) THIS IS YOUR PERMIT

RECEIPT NO: \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_ ☐ CASH ☐ CHECK NO: \_\_\_\_\_

**PLUMBING PERMIT APPLICATION**  
Emmett Township, Emmett, MI 48022

AUTHORITY: ACT 230, PA 1972, as Amended  
COMPLETION: Installation Shall Not Be Started  
Until Application is Filed  
PENALTY: Written Order To Stop Construction

Date of Application:

Permit No.

Property I.D.#

**I. JOB LOCATION**

Name of Owner/Agent	Has a building permit been obtained for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required		
Street Address & Location (Street No. and Name)	City/Village	Township	County

**II. CONTRACTOR/HOMEOWNER INFORMATION**

<input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner Name (Check Appropriate Box)		License Number	Expiration Date
Address (Street No. and Name)		City	State
			Zip Code
Telephone Number	Date of Birth	Federal Employer ID Number (or reason for exemption)	
Workers Compensation Insurance Carrier (or reason for exemption)		MESC Employer Number (or reason for exemption)	

**III. TYPE OF JOB**

<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Premanufactured Home Setup (State Approved)
<input type="checkbox"/> Other	<input type="checkbox"/> Alterations	<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)

**IV. PLAN REVIEW REQUIRED**

See Section VII. for plan review requirements before completing this section.  
A. ☐ Plans not required. C. ☐ Plans required but not yet submitted.  
B. ☐ Plans Required and Submitted

**V. APPLICANT SIGNATURE**

Section 23a of the State Construction Act of 1972, Act No. 230 of the Public Acts of 1972, being section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.

Signature of Licensee or Homeowner (Homeowner must also sign affidavit below)

**VI. HOMEOWNER AFFIDAVIT**

I hereby certify the plumbing work described on this permit application shall be installed by myself in my own home in which I am living or about to occupy. All work shall be installed in accordance with the State Plumbing Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Township Plumbing Inspector. I will cooperate with the Township Plumbing Inspector and assume responsibility to arrange for necessary inspections.

Signature of Homeowner

**VII. PLAN REVIEW REQUIREMENT**

Plans and specifications for new construction work, alteration, repair, expansion, addition, or modification work shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to Act No. 299 of the Public Acts of 1980, as amended, and shall bear that architect's or engineer's signature and seal.  
**A PLAN REVIEW IS REQUIRED BEFORE A PERMIT CAN BE ISSUED.**

Exception 1: Alterations and repair work determined by the Plumbing official to be of a minor nature.

Exception 2: Work completed by a governmental subdivision or state agency costing less than \$15,000.00.

Exception 3: One or two family dwelling containing not more than 3,500 square feet of building area.

Exception 4: Assembly, Business, Mercantile and Storage buildings with a required plumbing fixture count less than 12.

**COMPLETE APPLICATION ON BACK SIDE**



### VIII. LEAD FREE NOTICE

The State Construction Code Act, Act No. 230 of the Public Acts of 1972, as amended, requires pipes, pipe fittings, solder or flux, which are used in the installation or repair of a plumbing system in a building or structure, providing water for human consumption or a public water system, be lead free. Lead free is defined as solder or flux containing not more than 0.2% lead; and pipe and pipe fittings containing not more than 8% lead. These provisions do not apply to leaded joints necessary for the repair of cast iron pipes.

### IX. FEE CLARIFICATIONS

#### ITEM #3, FIXTURES, FLOOR DRAINS, SPECIAL DRAINS, & WATER CONNECTED APPLIANCES INCLUDE:

Water Closets	Sink (any description)	Slop Sink	Drinking Fountain	Floor Drain	Water Outlet or connection to any Make-up Water Tank
Bathtub	Emergency Eye Wash	Bidet	Condensate Drain	Roof Drain	Water Outlet or connection to Heating System
Lavatories	Emergency Shower	Cuspidor	Washing Machine	Grease Trap	Water Outlet or connection to Filters
Shower Stall	Garbage Grinder	Dishwasher	Acid Waste Drain	Starch Trap	Connection to Sprinkler System (Irrigation)
Laundry Tray	Water Outlet Cooler	Refrigerator	Embalming Table	Plaster Trap	Water Connected Sterilizer
Urinal	Ice Making Machine	Water Heater	Bed Pan Washer	Water Softener	Water Connected Dental Chair
Autopsy	Water Connected Still				Water Connection to Carbonated Beverage Dispensers

PLUS ANY OTHER FIXTURE, DRAIN, OR WATER CONNECTED APPLIANCE NOT SPECIFICALLY LISTED.

### X. FEE CHART - Enter the number of items being installed, multiply by the unit price for total fee.

	FEE	#ITEM	TOTAL
1. Application Fee (non-refundable)	\$50.00	1	\$50.00
2. Air admittance valve	\$5.00 each		
3. Fixtures, floor drains, special drains, water connected appliances	\$5.00 each		
4. Stacks (soil, waste, vent and conductor)	\$3.00 each		
5. Sewage ejectors, sumps	\$5.00 each		
6. Sub-soil drains	\$5.00 each		
Water Service			
7. Less than 2"	\$ 5.00		
8. 2" to 6"	\$25.00		
9. Over 6"	\$50.00		
10. Connection bldg. drain - bldg. sewers	\$ 5.00		
Sewers (sanitary, storm, or combined)			
11. Less than 6"	\$ 5.00		
12. 6" & Over	\$25.00		
13. Manholes, Catch Basins	\$5.00 each		
14. Domestic water treatment and filtering equipment	\$ 5.00		

	FEE	#ITEM	TOTAL
15. Medical Gas Systems	\$45.00		
Watering Distributing Pipe (system)			
16. 3/4" Water Distribution Pipe	\$ 5.00		
17. 1" Water Distribution Pipe	\$10.00		
18. 1 1/4" Water Distribution Pipe	\$15.00		
19. 1 1/2" Water Distribution Pipe	\$20.00		
20. 2" Water Distribution Pipe	\$25.00		
21. Over 2" Water Distribution Pipe	\$30.00		
22. Reduced pressure zone back-flow preventer	\$5.00 each		
23. Special/Safety Inspection	\$50.00		
24. Rough & Underground Inspection	\$50.00		
25. Final Inspection	\$50.00		50.00
26. Plan Review (per hour)	\$50.00		

TOTAL FEES

**MAKE CHECKS PAYABLE TO:**

**EMMETT TOWNSHIP**

**SEND APPLICATIONS TO:**

**EMMETT TOWNSHIP  
11100 DUNNIGAN ROAD  
EMMETT, MI 48022**

**FOR INSPECTIONS CALL:**

**PAUL SHAMKA  
Fax - (810) 387-3913  
Cell - (810) 531-3241**

### XI. INSTRUCTIONS FOR COMPLETING APPLICATION

**GENERAL:** Plumbing work shall not be started until the application for permit has been filed with the Township. All installations shall be in conformance with the State Plumbing Code. No work shall be concealed until it has been inspected.

The name of the inspector and the telephone number will be provided on the permit form. When ready for an inspection, call the inspector providing as much advance notice as possible. The inspector will need the location and permit number.

**EXPIRATION OF PERMIT:** A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.

**WHEN PROPERLY VALIDATED (IN SPACE BELOW) THIS IS YOUR PERMIT**

RECEIPT NO:

DATE ISSUED:

☐ CASH

☐ CHECK NO:

EMMETT TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING  
OCTOBER 10, 2018

The October meeting was called to order at 7:00 p.m. and was followed by the pledge to the flag.

Roll call was taken with Kot, Brown, Butler, Heiden and Reliford all present.

The October consent agenda was approved with a motion by Reliford and support by Heiden. Motion carried. The consent agenda consisted of the September board minutes and financial statement. The financial statement for the month of September shows CD's in the amount of \$74,775.48, revenue sharing of \$160,573.41, the park & rec. \$4,071.52, tax acct. \$48,843.01, trust & agency \$8,255.71, building insp. \$20,430.18 and general fund \$14,805.90. Accounts payable was \$774.42 added to the paid expenditures of \$10,999.98 making September total expenditures \$11,774.40.

Brown made a motion to appoint Larry Powers to the Board of Review and the ZBA board. This appointment is being made to fill the empty seat because of the untimely death of Ed Wojtysiak. Heiden supported the motion  
Roll call vote: Reliford; Yea, Kot; Yea, Brown; Yea, Butler; Yea and Heiden; Yea.

Heiden made a motion to fill the Emmett Village Park Contract with \$2,500.00 for the 2018 year. Motion was supported by Brown.  
Roll call vote: Kot; Yea, Brown; Yea, Butler; Yea, Heiden; Yea and Reliford; Yea.

A PA#116 Farm Preservation application was presented by Benjamin Hulett on 3 parcels of farm land within the township. A motion was made by Heiden to approve the application and was supported by Brown. Motion carried.

Butler made a motion to approve the appointment of Marian Dunn and Sylvia Senkow as election inspectors. Heiden supported. Motion carried.

Planning gave their report.

Heiden made a motion to adjourn the meeting supported by Reliford. Meeting was adjourned at 8:33 p.m.

Respectfully submitted,  
Beverly K. Brown, Clerk





EMMETT TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING  
DECEMBER 12, 2018

The December meeting was called to order at 7:00 p.m. and was followed by the pledge to the flag.

Roll call was taken with Reliford, Kot, Brown, Butler and Heiden all in attendance.

The December consent agenda was approved by Reliford and supported by Heiden. Motion carried. The consent agenda consisted of the October board minutes. The November board meeting was cancelled and the board members Butler, Brown, Kot and Reliford attended a Fire Authority meeting at the Emmett Village Hall, Heiden was absent. The financial statement covering October and November shows CD's of \$74,775.48, revenue sharing \$182,076.33, park & rec. \$11,447.21, tax account \$764.10, trust and agency \$8,751.42, building insp. \$21,882.61, and general fund \$10,748.97. The accounts payable for November was \$903.14 plus the paid expenditures for October and November of \$24,961.31 making the total expenditures for October and November \$25,864.45.

Currently the zoning requests will be left to the Planning Commission.

The Berm Grant for 2019 in the amount of \$50,000.00 that was applied for in September has been granted by the St. Clair Co. Road Commission. The grant is shared with the county and our expenditure will be \$25,000.00 for our 2019-2020 budget year.

Brown made a motion to accept the snow removal bid of Kyle's Cutting Edge for the 2018-19 winter. Reliford supported the motion.

Roll Call: Kot; Yea, Brown; Yea, Butler; Yea, Heiden; Yea and Reliford; Yea.  
Motion carried.

There will be another Fire-Authority meeting at the Emmett Village Hall Monday, December 17<sup>th</sup> at 6:00 p.m.

Our Insurance renewal with Burnham & Flower for \$4,229.00 was approved with a motion by Heiden and support by Reliford.

Roll Call: Brown; Yea, Butler; Yea, Heiden; Yea, Reliford; Yea and Kot; Yea.  
Motion was passed unanimously.

Budget transfers from one account to another were approved with a Motion by Heiden and support by Reliford. Motion carried.

Brown made a motion to accept **Township Ordinance #T-2018-01 Ordinance to Prohibit Marihuana Establishments**. Reliford supported.

Roll Call: Butler; Yea, Heiden; Nay, Reliford; Yea, Kot; Yea, and Brown; Yea. Motion carried.

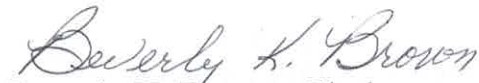
Butler made a motion to opt out of the foreclosed property in the Village of Emmett and Heiden supported. Motion carried.

Planning Commission gave a report.

Enforcement Officer's Report for November was reviewed.

Heiden made a motion to adjourn the meeting and was supported by Reliford. Motion was carried. Meeting was adjourned at 7:59 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, reading "Beverly K. Brown".

Beverly K. Brown, Clerk

EMMETT TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING  
DECEMBER 12, 2018

The December meeting was called to order at 7:00 p.m. and was followed by the pledge to the flag.

Roll call was taken with Reliford, Kot, Brown, Butler and Heiden all in attendance.

The December consent agenda was approved by Reliford and supported by Heiden. Motion carried. The consent agenda consisted of the October board minutes. The November board meeting was cancelled and the board members Butler, Brown, Kot and Reliford attended a Fire Authority meeting at the Emmett Village Hall, Heiden was absent. The financial statement covering October and November shows CD's of \$74,775.48, revenue sharing \$182,076.33, park & rec. \$11,447.21, tax account \$764.10, trust and agency \$8,751.42, building insp. \$21,882.61, and general fund \$10,748.97. The accounts payable for November was \$903.14 plus the paid expenditures for October and November of \$24,961.31 making the total expenditures for October and November \$25,864.45.

Currently the zoning requests will be left to the Planning Commission.

The Berm Grant for 2019 in the amount of \$50,000.00 that was applied for in September has been granted by the St. Clair Co. Road Commission. The grant is shared with the county and our expenditure will be \$25,000.00 for our 2019-2020 budget year.

Brown made a motion to accept the snow removal bid of Kyle's Cutting Edge for the 2018-19 winter. Reliford supported the motion.

Roll Call: Kot; Yea, Brown; Yea, Butler; Yea, Heiden; Yea and Reliford; Yea.  
Motion carried.

There will be another Fire-Authority meeting at the Emmett Village Hall Monday, December 17<sup>th</sup> at 6:00 p.m.

Our Insurance renewal with Burnham & Flower for \$4,229.00 was approved with a motion by Heiden and support by Reliford.

Roll Call: Brown; Yea, Butler; Yea, Heiden; Yea, Reliford; Yea and Kot; Yea.  
Motion was passed unanimously.



Budget transfers from one account to another were approved with a Motion by Heiden and support by Reliford. Motion carried.

Brown made a motion to accept **Township Ordinance #T-2018-01 Ordinance to Prohibit Marihuana Establishments**. Reliford supported.

Roll Call: Butler; Yea, Heiden; Nay, Reliford; Yea, Kot; Yea, and Brown; Yea. Motion carried.

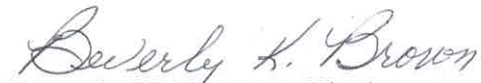
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Planning Commission gave a report.

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Heiden made a motion to adjourn the meeting and was supported by Reliford. Motion was carried. Meeting was adjourned at 7:59 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, reading "Beverly K. Brown".

Beverly K. Brown, Clerk