

MEMBERS PRESENT: MONTGOMERY, WELLS, BUECHLER, ARMBRUSTER AND CRAWFORD  
MEMBERS ABSENT: BRADLEY AND BRUCKNER  
ALSO PRESENT: STEVE JONES, TOWNSHIP ASSESSOR  
CONNIE NEESE, PARKS COMMISSION  
DEAN MARLAR, ZONING BOARD OF APPEALS MEMBER/BOARD OF REVIEW MEMBER  
PATTI BUNDY, UTILITY BILLING CLERK

Motion by Wells, seconded by Armbruster, to approve the Minutes of the **REGULAR MEETING** of March 19, 2025, as printed and posted. Vote, Unanimous. **MOTION PASSED.**

**CITIZENS WISHING TO ADDRESS THE BOARD:** \* NONE

**APPROVAL OF AGENDA:**

Motion by Armbruster, seconded by Buechler, to approve the Agenda, with the amendment to Item #1, NEW BUSINESS: Appointment of Chanel Lyonheart as Alternate Member to the Zoning Board of Appeals for a term to expire 12/31/2026; and Connie Neese as Alternate Member to the Zoning Board of Appeals for a term to expire 12/31/2027. Vote, Unanimous. **MOTION PASSED. AGENDA, APPROVED, AS AMENDED.**

**TREASURER'S REPORT:**

GENERAL FUND	\$ 2,466,893.69
FIRE DEPARTMENT FUND	\$ 1,642,964.06
FIRE CAPITAL IMPROVEMENT FUND	\$ 1,104,328.55
POLICE PROTECTION FUND	\$ 1,065,647.57
TRASH / RECYCLING FUND	\$ 334,647.40
BUILDING DEPARTMENT FUND	\$ 107,259.22
UTILITY RECEIVING FUND	\$ 1,432,929.31
TOTAL	\$ 8,154,669.80
MISCELLANEOUS PROJECTS	\$ 1,346,888.26
GRAND TOTAL	\$ 9,501,558.06

Motion by Armbruster, seconded by Buechler, to receive the Treasurer's Report, as given. Roll Call Vote, 5/0. **MOTION PASSED. TOTAL TREASURER'S REPORT APPROVED IN THE AMOUNT OF \$ 9,501,558.06.**

**BILLS PRESENTED FOR APPROVAL:**

GENERAL FUND	\$ 106,582.73
FIRE DEPARTMENT FUND	\$ 32,701.08
FIRE CAPITAL IMPROVEMENT FUND	\$ 641,815.16
POLICE PROTECTION FUND	\$ 189,001.36
TRASH / RECYCLING FUND	\$ 67,334.97
BUILDING DEPARTMENT FUND	\$ 5,170.00
UTILITY RECEIVING FUND	\$ 39,785.97
GRAND TOTAL	\$ 1,082,391.27

Motion by Wells, seconded by Armbruster, to pay bills, as presented. Roll Call Vote, 5/0. **MOTION PASSED. BILLS APPROVED IN THE AMOUNT OF \$ 1,082,391.27.**

**SHERIFF DEPARTMENT REPORT:**

Total Calls for Service for the month of March, 2025, (541). Number of Patrol Hours, (1116). 12 Animal Complaint; 4 Assault & Battery; 77 Assist Other Depts.; 106 Assist Public; 25 B&E/Alarm; 3 Child Abuse; 13 Disorderly Persons; 14 Domestic Assault; 13 Fraud; 6 Harassment & Threats; 9 Juvenile Matter; 7 Larceny; 5 MDOP; 3 PI Traffic Crash; 29 PD Traffic Crash; 17 Retail Fraud; 1 Sex Offense; 4 Stolen Vehicle; 37 Suspicious Incidents; 6 Trespasser; 150 Misc.: School Checks/Warrant Arrests/Follow-up/BOL, 911 Hang-ups, etc.; 109 Traffic Stops; 37 Tickets Issued.

**FIRE DEPARTMENT REPORT:** Total runs for the month of March, 2025, (126).

**BUILDING DEPARTMENT REPORT:** Total permits issued for the month of March, 2025, (11). 1 New Home (Val. 200,000); 6 Residential Addition / Alteration/Repair (Val. 257,977); 1 Fence (Val. 5,235); 1 Commercial Addition / Alteration / Repair (Val. 71,067); 1 Sign (Val. 4,760). Total Valuation, \$ 549,039.00. Total Fees, \$ 4,112.50.

**PLUMBING/MECHANICAL INSPECTOR'S REPORT:** Total permits issued for the month of March, 2025, (18). 15 Mechanical (2,340.00); 3 Plumbing (761.00). Total Fees, \$ 3,101.00.

**ELECTRICAL DEPARTMENT REPORT:** Total permits issued for the month of March, 2025, (9). Total Fees, \$ 1,760.00.

**ORDINANCE ENFORCEMENT OFFICER REPORT:** Total Complaints for the month of March, 2025, (8). 4 Blight; 1 Unlicensed Vehicle; 3 Misc. Ordinance Violations. Total Hours, 3.5. Total Miles, 13

**CORRESPONDENCE:** NONE

Motion by Buechler, seconded by Armbruster, to accept Reports, as presented. Vote, Unanimous. **MOTION PASSED.**

**PUBLIC HEARING(S):** NONE

**UNFINISHED BUSINESS:**

1. Motion by Wells, seconded by Crawford, to adopt Ordinance No. 233, AN ORDINANCE TO REPEAL CHAPTER 6, BUSINESSES, IN ITS ENTIRETY AND ALL CONFLICTING ORDINANCES AND SECTIONS; AND ADOPT CHAPTER 6, BUSINESSES; FOR THE PURPOSES OF REGULATING CERTAIN TYPES OF BUSINESS AND REGISTERING ALL BUSINESSES; TO REQUIRE ALL BUSINESSES TO SUBMIT INFORMATION TO THE TOWNSHIP IN ORDER FOR THE TOWNSHIP TO PROVIDE BETTER POLICE AND FIRE PROTECTION, CONDUCT INSPECTIONS PRIOR TO OPENING FOR THE SAFETY OF THE BUILDING OWNER, TENANTS, EMPLOYEES AND CONSUMERS; IMPLEMENT MORE EQUAL AND EQUITABLE REAL AND PERSONAL PROPERTY TAXATION; MAKE AND IMPLEMENT MORE COMPREHENSIVE AND INFORMED PLANNING AND ZONING POLICIES AND OR DECISIONS; ESTABLISH A REGISTRY OF BUSINESSES WITHIN THE TOWNSHIP FOR THE GENERAL INFORMATION OF THE PUBLIC AND FOR THE PROMOTION OF FORT GRATIOT; AND PROVIDE MORE ADEQUATELY FOR THE GENERAL WELFARE OF THE RESIDENTS AND VISITORS.

POINTS OF DISCUSSION: \* Introduction accepted March 19, 2025.

Roll Call Vote, 5/0. **MOTION PASSED. ORDINANCE NO. 233, ADOPTED.**



**NEW BUSINESS:**

1. Motion by Armbruster, seconded by Wells, to appoint Chanel Lyonheart as Alternate Member to the Zoning Board of Appeals for a term to expire 12/31/2026; and Connie Neese as Alternate Member to the Zoning Board of Appeals for a term to expire 12/31/2027.

POINTS OF DISCUSSION: \* Letters of Interest received from Chanel Lyonheart and Connie Neese  
 \* Five (5) Member Board with two (2) Alternates - Judicial Branch  
 \* Ms. Lyonheart was not present; and she had not responded to a reply email request from Planning Department.

Trustee Armbruster amended his original Motion to appoint Connie Neese as Alternate to the Zoning Board of Appeals for a term to expire 12/31/2027; and to reach out to Ms. Lyonheart to see if she is available to attend the next meeting (05/07/2025). Trustee Wells supported the Amended Motion.

Roll Call Vote, 5/0. **MOTION PASSED.**

2. Motion by Crawford, seconded by Wells, to adopt Resolution 2025-007, *Amending Appendix "A" of Chapter 36, Utilities*, as noted above, effective on the May 1<sup>st</sup> 2025 billing for February, March & April 2025 usage, as recommended by UHY, LLP, our Township Auditor's Rate Study.

POINTS OF DISCUSSION: \* Quarterly Water Rates increased from \$42.75 to \$44.50 per Thousand Cubic Feet  
 Quarterly Meter Charge/Ready to Serve Fee increased from \$35.00 to \$36.50  
 Quarterly Sewer Rates increased from \$38.50 to \$44.50 per Thousand Cubic Feet of water used  
 \* City of Port Huron putting approx. \$20,000,000.00 of improvements over, the next several years, into the Wastewater Treatment Plant, of which the Township is responsible for 13%/14%.  
 \* In the process of looking into revisions to our current Water/Sewer Ordinance.  
 \* Updating older meters.

Roll Call Vote, 5/0. **MOTION PASSED. RESOLUTION 2025-007, ADOPTED.**

3. Motion by Armbruster, seconded by Buechler, to adopt Resolution 2025-004, *Adopting Fee Schedule for Licensing and/or Registration of Businesses and Activities within Fort Gratiot Charter Township*, as follows:

TYPE	FEE	TERM	
ADULT ENTERTAINMENT LICENSE	\$ 200.00	ANNUAL	
BUSINESS REGISTRATION	\$ 175.00	PERPETUAL	
BUSINESS REGISTRATION - IN HOME	\$ 25.00	PERPETUAL	
FOOD TRUCK LICENSE	\$ 50.00	ANNUAL	
PEDDLERS LICENSE	\$ 50.00	PER OCCURRENCE	
TRANSIENT MERCHANT LICENSE	\$ 50.00	PER OCCURRENCE	
SPECIAL TEMPORARY BUSINESS LICENSE	\$ 50.00	PER OCCURRENCE	
SEWER CONTRACTOR'S LICENSE	\$ 50.00	PER OCCURRENCE	Furnish Proof of Insurance and Surety Bond (\$5,000.00).

Roll Call Vote, 5/0. **MOTION PASSED. RESOLUTION 2025-004, ADOPTED.**

4. Motion by Crawford, seconded by Buechler, to adopt Resolution 2025-005, to *adopt a One (1%) Percent Property Tax Administration Fee for Assessing Property Values and Collecting Tax Levies*, as presented.

POINTS OF DISCUSSION: \* PA 503 of 1982  
 \* This is the same Administration we charge every year.

Roll Call Vote, 5/0. **MOTION PASSED. RESOLUTION NO. 2025-005, ADOPTED.**

**NEW BUSINESS, CONTINUED:**

5. Motion by Buechler, seconded by Wells, to adopt Resolution 2025-006, to *Adopt Guidelines for Poverty Exemption*, as presented.

POINTS OF DISCUSSION: \* PA 390 of 1994 (MCL 211.7U)  
\* Rates set by Federal Government

Roll Call Vote, 5/0. **MOTION PASSED. RESOLUTION NO. 2025-006, ADOPTED.**

6. Motion by Armbruster, seconded by Wells, to adopt the Fort Gratiot Township Assessing Department Record Inspection Policy (Policy #11), as presented.

POINTS OF DISCUSSION: \* PA 660 of 2018. Assessor's Office Published Policy

Roll Call Vote, 5/0. **MOTION PASSED. POLICY #11, ADOPTED.**

7. Motion by Buechler, seconded by Wells, to adopt the Fort Gratiot Township Assessing Department Personal Property Annual Canvass Policy & Annual Personal Property Roll Maintenance (Policy #12), as presented.

POINTS OF DISCUSSION: \* PA 660 of 2018. Assessor's Office Published Policy

Roll Call Vote, 5/0. **MOTION PASSED. POLICY #12, ADOPTED.**

8. Motion by Crawford, seconded by Armbruster, to adopt the Fort Gratiot Township Assessing Department Policy of Accessibility (Policy #13), as presented.

POINTS OF DISCUSSION: \* PA 660 of 2018. Assessor's Office Published Policy

Roll Call Vote, 5/0. **MOTION PASSED. POLICY #13, ADOPTED.**

9. Motion by Wells, seconded by Armbruster, to adopt the Fort Gratiot Township Assessing Department Exemption from Property Taxes Application & Approval Policy (Policy #14), as presented.

POINTS OF DISCUSSION: \* PA 660 of 2018. Assessor's Office Published Policy

Roll Call Vote, 5/0. **MOTION PASSED. POLICY #14, ADOPTED.**

10. Motion by Buechler, seconded by Crawford, to adopt Resolution 2025-008, *Establishing Building Department Inspection Fees*. Roll Call Vote, 5/0. **MOTION PASSED. RESOLUTION 2025-008, ADOPTED.**

11. **NO ACTION TAKEN** on request to approve and accept the donation of Parcel # 74-20-016-3011-600 (Vacant Wetland Lot - 24<sup>th</sup> Avenue), approximately 14 acres located behind Hobby Lobby, at a cost of \$ 0.00, from FW-Port Huron Limited Partnership, with the agreement that the remaining Drain Assessment balance be paid-in-full by seller.

POINTS OF DISCUSSION: \* Legal Approves  
\* 99Carrigan & Grace Drain Assessment 2024 - Balance of the 2<sup>nd</sup> through 20<sup>th</sup> year of a 20 year roll to be paid-in-full by seller.  
\* Property is designated wetlands and in a land conservatory.  
\* Due to wetland designation, current tax on property is less than \$ 100.00 of which Fort Gratiot gets less than \$10.00/year.  
\* Land abuts the Fort Gratiot Nature Trail, which is an easement.  
\* Landlocked parcel; would not have direct access from any Township property.



**NEW BUSINESS, CONTINUED:**

12. Motion by Armbruster, seconded by Montgomery, to authorize the Township Supervisor to sign Agreement with Civic Clarity for a new website including design, implementation and annual cost (\$5,634.00) for the first year.

POINTS OF DISCUSSION: \*

- \* Standard All Docs & eNotify with 670,000 sends
- \* First year costs includes design, implementation and start-up and a mass email notification Feature (up to 60,000 emails).
- \* After the 1<sup>st</sup> year the annual fee will be approximately \$ 534.00, including hosting and email notifications.
- \* Service renewable annually.

Roll Call Vote, 5/0. **MOTION PASSED.**

**BOARD DISCUSSION:**

- State of the County Address, May 2, 2025.
- Road Construction project updates for Krafft Road and Keewahdin Road. North River Road to be getting a Micro-Chip Seal. Culvert Replacement on State Road near Brace Road. Update on Annual Road Trip.
- Municipal Center heating system repairs.
- MTA Conference
- Little League update on painting dug-outs and concession stand.
- Wetland Permit for Campground development.

**CITIZENS WISHING TO ADDRESS THE BOARD:**

Dave Norris regarding condition of Parker Road Bridge.

Motion by Wells, seconded by Crawford, to adjourn. Time, 7:52 o'clock p.m. Vote, Unanimous. **MOTION PASSED. MEETING ADJOURNED.**



ROBERT D. BUECHLER, CLERK  
FORT GRATIOT CHARTER TOWNSHIP

RDB/RM/vo

ROBERT MONTGOMERY, SUPERVISOR  
FORT GRATIOT CHARTER TOWNSHIP