



## **REGULAR MONTHLY TOWNSHIP BOARD MEETING**

October 10, 2023 at 7:00 PM

Madison Township Hall – 3804 South Adrian Hwy.

### **AGENDA**

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MEETING HELD IN PERSON AND ELECTRONICALLY THROUGH ZOOM

**CALL TO ORDER (Cell Phone Reminder - Silent Prayer – Pledge)**

**ROLL CALL**

**APPROVAL OF MINUTES**

- [1.](#) Board Meeting Minutes

**AMENDMENTS TO THE AGENDA**

**PETITIONS & COMMUNICATIONS**

**INTRODUCTION OF SPECIAL GUESTS OR PRESENTATION**

**LIMITED PUBLIC COMMENT (any agenda item – 3 minutes)**

**DEPARTMENT HEAD COMMUNICATIONS**

**APPROVAL OF CONSENT AGENDA (Roll Call Vote)**

1. Treasurer's Report
2. Presentation of Bills
- [3.](#) Police Department Report
- [4.](#) Fire Report
- [5.](#) Building Official's Report
- [6.](#) Electrical Inspector's Report
- [7.](#) Mechanical Inspector's Report
- [8.](#) Plumbing Inspector's Report
- [9.](#) DPW Report

10. Legal

**COMMITTEE MEETING MINUTES**

- [1.](#) Personnel Committee Meeting 9/15/2023
- [2.](#) Personnel Committee Meeting 9/25/2023
- [3.](#) Personnel Committee Meeting Minutes 10/9/2023

**OLD BUSINESS / UNFINISHED BUSINESS**

**NEW BUSINESS**

- [1.](#) Land Split 2624 Harwood Rd
- [2.](#) Budget Amendments
3. Review Applications for Police Chief

**ELECTED OFFICIAL COMMENT (any topic – 2 minutes)**

**PUBLIC COMMENT (any topic – 3 minutes)**

**ANNOUNCEMENTS**

**ADJOURNMENT / RECESS**



# CHARTER TOWNSHIP OF MADISON

Gary Griewahn  
*Supervisor*  
Janet Moden  
*Clerk*  
Harold Gregg  
*Treasurer*

3804 S. ADRIAN HIGHWAY  
ADRIAN, MI 49221  
517-263-9313 Fax: 517-263-4569

**TRUSTEES**  
Howard Bales  
Matt Carpenter  
Ralph Benschoter  
Chad Rodgers

## Madison Township Board Meeting Held in Person and Electronically (Zoom) Minutes of September 12, 2023

7:00 p.m. Board Meeting called to order, with a silent prayer, and pledge to the flag said by all.

### **ROLL CALL:**

Present in person: Griewahn, Gregg, Moden, Rodgers, Benschoter, Carpenter, and Bales.

### **APPROVAL OF BOARD MTG MINUTES 8/10/23:**

Motion by Rodgers, supported by Benschoter to dispense reading and approve the monthly Board meeting minutes as written for 7/10/2023. Motion was carried 7-0.

### **APPROVAL OF SPECIAL BOARD MTG MINUTES 8/23/23:**

Motion by Gregg, supported by Carpenter to dispense reading and approve the Special Board meeting minutes as written for 8/23/2023. Motion was carried 7-0.

**AMENDMENTS TO THE AGENDA:** Motion to add Brian Rubel, Tetra Tech, to Special Guests was made by Griewahn, supported by Gregg. Motion passed 7-0

**PETITIONS & COMMUNICATIONS:** Clerk Moden read a letter from Comcast regarding their current changes to their Xfinity TV scheduling.

**INTRODUCTION OF SPECIAL GUESTS:** Brian Rubel, Tetra Tech engineer, gave a presentation to the board regarding the three bids for drilling the new water well. He discussed the various bidders and the bids that he received. He stated that no bond was required but that they would have to give us a performance bond. He still wants to vet each bid closer to understand the details of their bids, since there were large differences in the amounts and the lowest bidder has no municipal water experience. There was a motion by Rodgers, supported by Moden to approve the spending of up to \$134,750., once the best bid is identified by Tetra Tech, so that the process can proceed once the best bid is identified in a timely manner. Roll Call Vote: Griewahn, Yes; Gregg, Yes; Moden, Yes; Benschoter, Yes; Carpenter, No; and Bales, Yes. Motion carried 6-1.

Amanda LaCelle, Madison Township Assessor, spoke on the recently finished 2023 Assessing Audit that she did for Madison Township as required by the State of Michigan. She stated that it



## CHARTER TOWNSHIP OF MADISON

was required that she do it to keep her license with the State of Michigan. The most extensive work that she had to do was in the area of “Land Tables”, another time-consuming area was with ECF. After the audit the State recommended the following, that the township publish the ECF/Land Tables on the website, that the “hardship exemption” assumption be updated, and

She also said that her one-year contract is coming up for renewal on 12/31/23 and that if the township has been satisfied with her performance, that she would be looking for a contract of at least 5 yrs. and that it should run from April to April in a year, not in December. It was discussed that the current contract with her could be extended until April 2024 and then sign a new contract at that time. Burke Castleberry was instructed to start preparing a contract for us to submit to her. She also spoke about the US 223 Commercial property corridor needs to be looked at for appropriate values, wants to put photos with each property, improve the process with the county in doing land splits, learn more about the legal issues in assessing, and she will be the president of the local Assessor’s Assoc. and try to recruit people to become assessors in the future. She stated that has another 3 years before she is eligible to retire from her position as Assessor of the City of Tecumseh. She did state that she gave up the assessing for Tecumseh Township this last year.

**LIMITED PUBLIC COMMENT ON AGENDA ITEMS:** None

### 3-MINUTE DEPT. HEAD UPDATES:

**Fire:** None

**Police:** Chief Shadbolt stated that Ben Oram, SRO officer is in place at Sand Creek Community Schools, attending school events and eating lunch with the students.

**Water/Sewer:** Reported by Watterson that there will be more hydrant flushing thru Sept 28. The Sewer Flow testing is completed but have not received the results yet. Carpenter asked why the Water costs were higher than the Sewer costs this month, Tim said he would look into it, as it is usually the opposite way around.

**Inspection:** Rincon reported that Amanda does respond appropriately and that he has planned a meeting with Amanda to iron out land split issues and processes. He stated that his job has been much more about legal issues, than it is about building inspections lately.

**Legal:** No updates

**APPROVAL OF CONSENT AGENDA:** Motion by Bales, supported by Rodgers to approve the consent agenda. Roll call vote: Griewahn, Yes; Gregg, Yes; Moden, Yes, Rodgers, Yes; Benschoter, Yes, Carpenter, Yes; and Bales, Yes. Motion carried 7-0.



## **CHARTER TOWNSHIP OF MADISON**

### **Personnel Committee Minutes 8-14-23:**

Rodgers read the minutes of the meeting, and made a motion to approve the minutes, supported by Bales. Approved 7-0

### **Personnel Committee Meeting Minutes 8-22-23:**

Meeting minutes were read and a motion to approve by Rodgers, supported by Bales. Motion approved 7-0

### **Water/Sewer Committee Meeting Minutes 8-24-23:**

Meeting minutes were read and a motion to approve was made by Bales, supported by Carpenter. Approved 7-0. A motion by Bales, supported by Rodgers to authorize Tetra Tech to conduct an EPA required Cybersecurity assessment for our Utilities and establish a plan that will be incorporated into our vulnerability assessment at a cost of \$17,800. Roll call vote: Griewahn, Yes; Gregg, Yes; Moden, Yes, Rodgers, Yes; Benschoter, Yes, Carpenter, Yes; and Bales, Yes. Motion carried 7-0.

A motion by Bales, supported by Carpenter to authorize J & K Jet Setting to buy a replacement pump for the Walmart pump station at the cost of \$32,871. Roll call vote: Griewahn, Yes; Gregg, Yes; Moden, Yes, Rodgers, Yes; Benschoter, Yes, Carpenter, Yes; and Bales, Yes. Motion carried 7-0.

**OLD BUSINESS/UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

### **Chief Shadbolt Retirement Notification:**

A letter from Chief Shadbolt was read by Griewahn, and he was thanked for his many years of service. His last day of work will be on January 12, 2024, with bi-weekly pay of his accrued vacation and sick pay.

### **ELECTED OFFICIALS' COMMENTS:**

**Moden:** The clerk spoke that they are currently in active training to use the new CivicPlus software for Minutes and Agendas.

She stated that anyone have issues with our website, both board members and the general public should contact Caitlin in the office directly until they become familiar with the changes that have been made to the website.



## CHARTER TOWNSHIP OF MADISON

It was suggested that ordinance correction and changes need to be actively put in motion. Currently our legal fees are continuing to mount due to a lack of needed updates to the ordinances.

**Bales:** He expressed his frustration with the fact that the personnel committee was even asked to address the spending of \$150. for the cost of training for an employee, and that convening two personnel meetings and legal fees, probably cost us around \$700.00 for no good reason. That should be at the discretion of the Dept. Head like all other departments.

**Benschoter:** He announced on Sept. 15, at 6:00 pm at Memorial Park in Adrian there will be a POW/MIA ceremony, and all are welcome to attend.

### AUDIENCE COMMENTS:

Resident Mary Thompson read a statement to the board members about her issues with there being no communication back to her on the status of her ordinance complaint. Burke Castleberry gave a verbal update on the status of the complaint which is a Police enforcement issue.

Resident Dale Thielan expressed the idea that the township should hire a full-time ordinance officer and he commented as to “how can a person can be on a committee if they are not in compliance”.

Rodgers stated that the statements made were unprofessional and if there was information needed people should come to the township office and have those discussions.

Rincon stated in general he is handling a lot more hours on zoning due to issues with the verbiage in the various ordinances, which amounts to about an extra 10 hours a week. He has asked for an extra 10 hours of help from his backup but was told that he is overbudget at this time.

Bales stated that the property on Porter Hwy isn't the only issue that we have, and singling out people is not right on our part, he agrees with Dave Rincon on needing the extra 10 hours a week to handle these issues.

**ANNOUNCEMENTS:** None

**ADJOURNMENT/RECESS:** Motion by Benschoter, seconded by Gregg, to adjourn the meeting. Motion carried 4-Yes; 0-No. Meeting adjourned at 7:36 p.m.

**Minutes taken by Benschoter.**

Typed and Submitted by:



# **CHARTER TOWNSHIP OF MADISON**

Janet Moden  
Township Clerk



**Madison Police Department Call for Service Statistics**  
**Month: September 2023**

Police Calls for Service	Sept. 2023	YTD	Sept. 2022	YTD
<b>Total Calls for Service</b>	<b>253</b>	<b>2335</b>	<b>252</b>	<b>2082</b>
<b>Criminal Incidents</b>	<b>Sept. 2023</b>	<b>2023</b>	<b>Sept. 2022</b>	<b>Sept. 2022</b>
Assaults / Domestic	6	74	11	68
Fraud / Forgery	4	38	5	34
Burglary / Thefts	6	66	10	60
Retail Frauds	8	113	17	105
Disorderly Conduct	0	69	15	69
Malicious Destruction of Property	1	14	2	13
Traffic Offense / OWI / DWLS	1	29	4	28
<b>Total Incidents:</b>	<b>26</b>	<b>403</b>	<b>64</b>	<b>377</b>

Non-Criminal Incidents	Sept. 2023	YTD	Sept. 2022	YTD
Traffic Stops	59	397	34	338
Citations	21	221	20	200
Traffic Crashes	15	138	13	123
Private Property Crashes	4	11	3	37
Alarms	0	59	11	59
Suspicious Activity	25	187	29	162
Personal Welfare Checks	22	132	18	110
Juvenile Complaints	3	8	7	55
Citizen Assists	8	24	2	16
Assist Other Agencies – Police / Fire	9	98	9	89
Ordinance Complaints	5	13	7	88
Liquor Inspections	0	24	0	24
Vacation / Home Checks	1	20	0	19
Miscellaneous / Civil Complaints	40	468	57	428
<b>Total Non-Criminal Incidents:</b>	<b>212</b>	<b>1932</b>	<b>210</b>	<b>1748</b>

20

A468rrests	Sept. 2023	YTD	Sept. 2022	YTD
Felony	3	40	7	37
Misdemeanor	4	129	15	125
Arrest for Other Agency	1	26	2	25
Bench Warrant Arrest	11	43	4	32
<b>Total Arrests:</b>	<b>19</b>	<b>238</b>	<b>28</b>	<b>208</b>



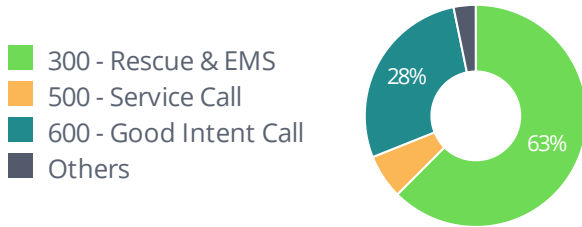
Total Number of Incidents



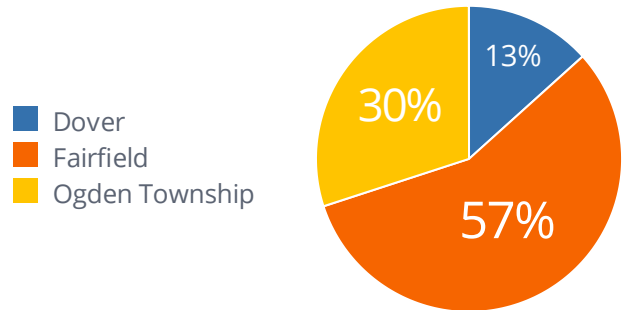
Incident Trend



Percent of Incident Responses by Incident Type



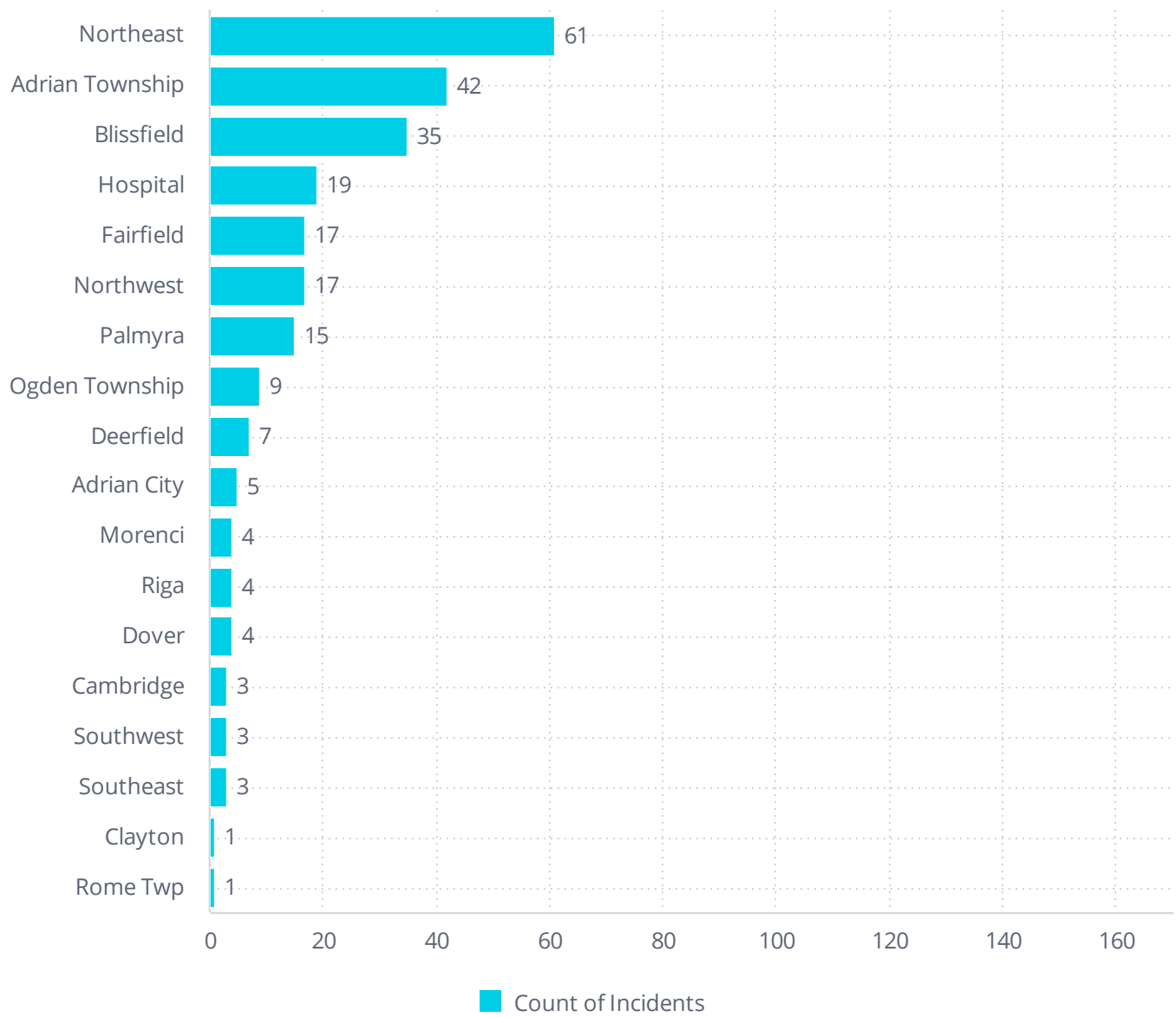
Contract Area Count



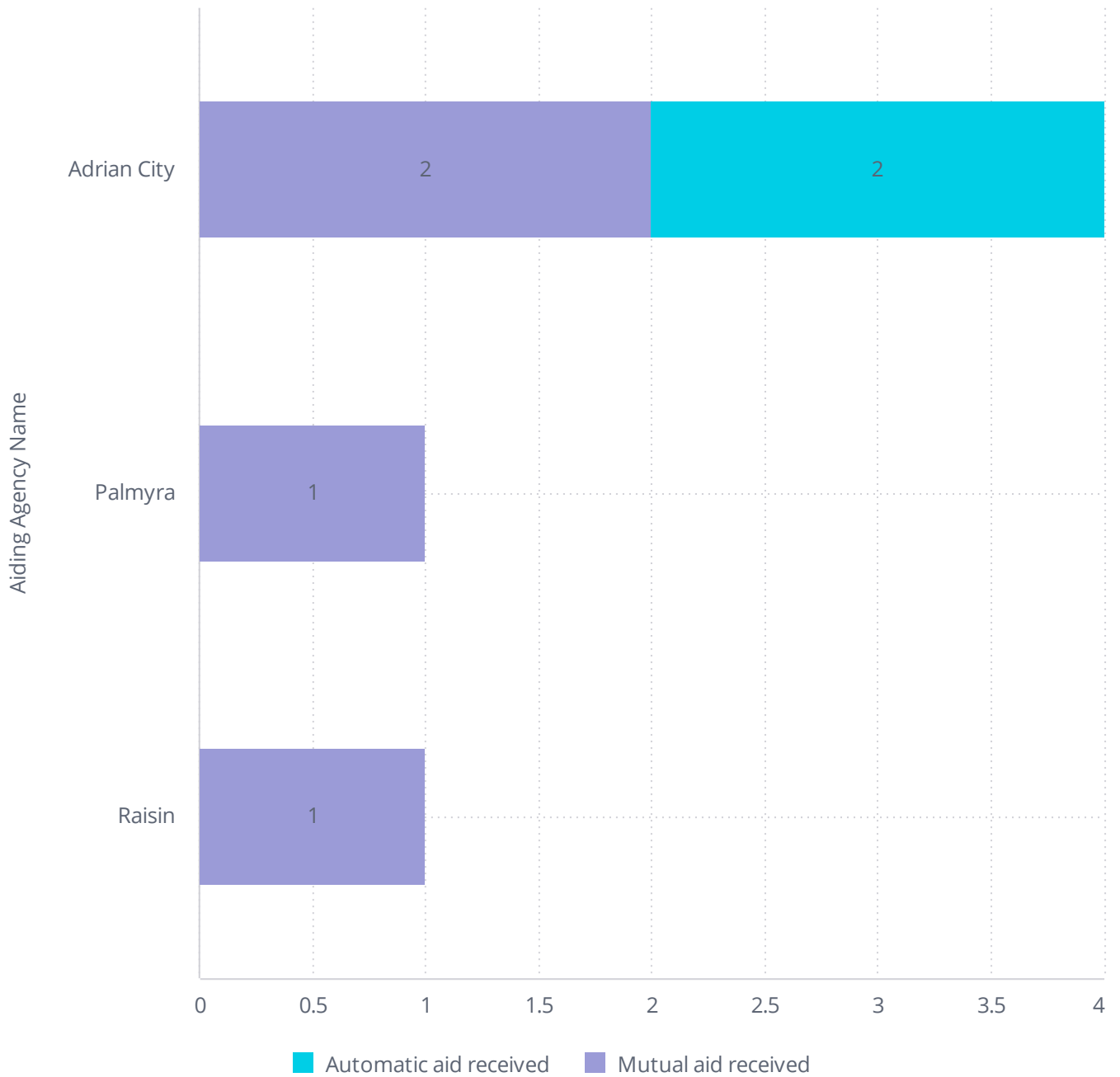
Incident Type

Incident Type	Incident Count
ALS Transfer	12
BLS Transfer	3
Citizen Assist	10
EMS call, excluding vehicle accident with injury	78
Medical Alarm	1
Motor vehicle accident with injuries	2
Motor vehicle/pedestrian accident (MV Ped)	1
Paramedic Assessment- BLS agency	24
Paramedic transport- BLS agency	25

Count of Incidents by District

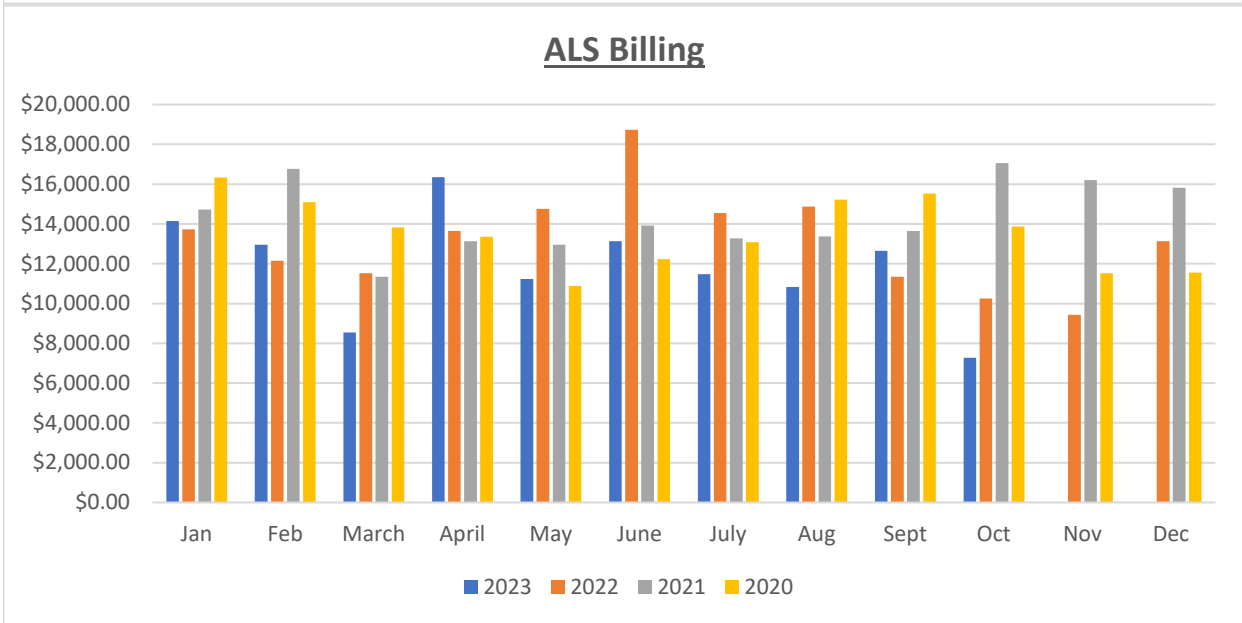
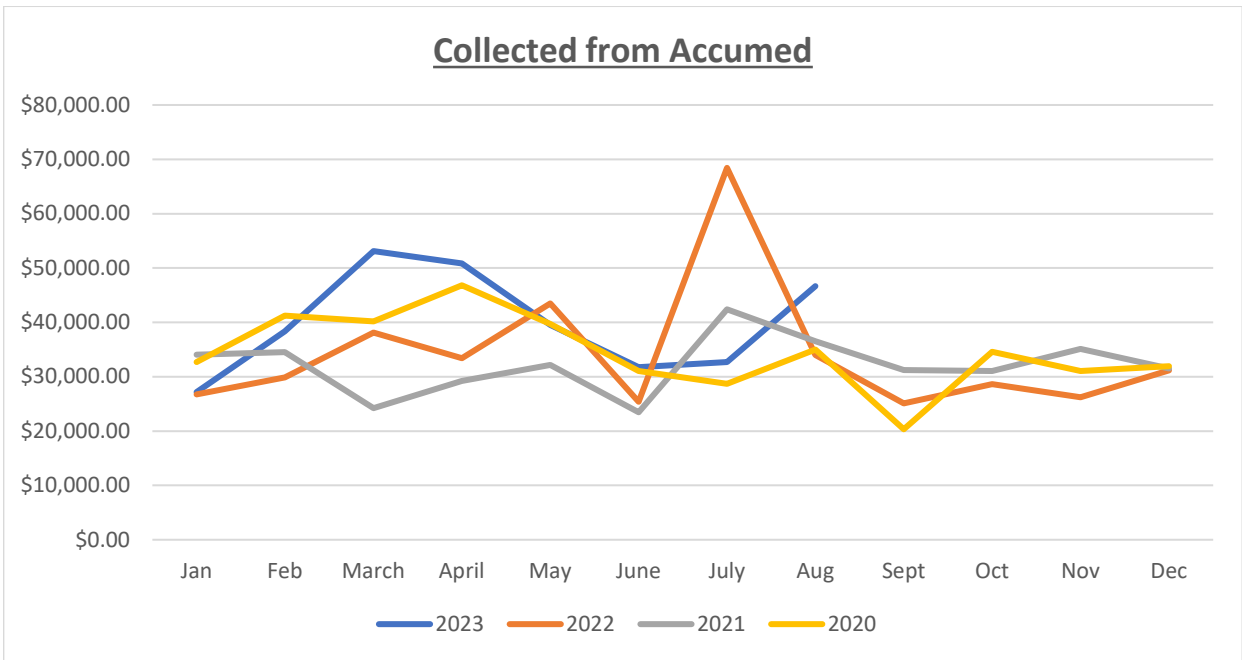


Mutual Aid Recieved



Mutual Aid

Aid Given Or Received	Incident Type	Incident Count
Automatic aid given	Cover assignment, standby, moveup	3
	Dispatched and Cancelled- Mutual Aid Fire	3
	Engine Assist	3
	Motor vehicle accident with injuries	1
	Tanker Assist	1
Automatic aid received	Fire, other	1
	Smoke scare, odor of smoke	1
Mutual aid given	Ambulance Assist	4
	Assist police or other governmental agency	1
	Dispatch and Cancelled- enroute mutal aid EMS	2
	Dispatched and Cancelled- Mutual Aid Fire	1
	Full Assist	1
	Tanker Assist	1
Mutual aid received	Dispatched and Cancelled- Unavailable	2
	EMS call, excluding vehicle accident with injury	2



<u>Type of Write Off</u>	<u>Amount</u>	<u>Revenue</u>	<u>Month</u>	<u>YTD</u>
Insurance Write-Offs	\$13,478.00	Billed for Ambulance	\$44,002.05	\$547,103.08
Medicaid Write-Offs	\$334.45	Collected from Accumed	\$15,851.82	\$336,016.17
Resident Write-Offs	\$1,869.50	Billed to BLS Agency	\$12,650.00	\$118,575.00
Sent to Collections	\$4,119.70	EMS Training Billed		
<b>TOTAL</b>	<b>\$19,801.65</b>	<b>TOTAL</b>	<b>\$72,503.87</b>	<b>\$1,001,694.25</b>



# CHARTER TOWNSHIP OF MADISON

Gary Greiwahn  
*Supervisor*

3804 S. Adrian Highway

TRUSTEES

Adrian, MI 49221

Chad Rodgers

Janet Moden  
*Clerk*

517-263-9313 Fax 517-263-4569

Howard Bales

Harold Gregg  
*Treasurer*

Matthew Carpenter  
Ralph R. Benschoter

## Monthly Building Inspector Report For the Month of September , 2023

25	Inspections Completed
2	Plan Reviews Finalized
2	Plan Reviews in Progress
\$4,838.00	Amount of Fees Collected
\$2,515.80	Adrian Twp. - Payment for Inspections
16	Adrian Twp. - Number of Inspections

## Violations and Complaint Types Handled

	Township ordinance #
	Nuisance ordinance #
2	Life Safety inspections
3	Zoning Issues 35
\$195.00	Zoning fee collected
\$195.00	Total Income Madison / Adrian Twp
\$7,548.80	

### Activitie

### Other Activities

- Numerous Building Code Questions from Residents
- Meetings with the Residents and Contractors On-Site
- Written Correspondence and Follow-Up
- Research on Issues and Laws
- Coordination of Tasks with Other Departments



# Permit Revenue by Type

10/04/2023

Permit	Entry Type	Entries	Amount
	Building	34	2,228.00
	Electrical	42	1,596.00
	Mechanical	11	515.00
	PLUMBING	8	304.00
	Zoning	3	195.00
	Totals For Permit:	98	4,838.00
<b>Grand Totals</b>		98	4,838.00

Population: All Records

Transaction.DateToPostOn Between 9/11/2023  
12:00:00 AM AND 10/5/2023 11:59:59 PM







# Charter Township of Madison

## Public Works Monthly Report

### September 2023

- Water usage for the month of September was 10.8 million gallons.
- Sewer usage for the month of September was 9.8million gallons.
- Water usage for Fairfield Twp. for the month of September was 1.2 million gallons.

#### Operations

- Work orders for the month of September were (25).
- Miss Digs for the month of September were (48). All Miss Digs were reviewed and serviced as needed.
- Water meters were read, and all work orders were completed.
- All sewer reads were submitted to the City of Adrian.
- Lift stations and generators were inspected for the month of September.
- Monthly operating report submitted to EGLE.
- Backwashing of iron filter as necessary.
- Monthly Drinking water sampling has been completed.
- Wastewater discharge sampling at water treatment plant.

#### Communications

- Northern Pump and Well out of Lansing, Mi was selected as the contractor to drill and install a new well at the Baldwin Hwy well field at a cost of \$113,904. The contractor in their proposal met all the requirements as requested in the solicited RFP.
- The proposal for the Cyber security Assessment is underway, we are in the process of collecting information to submit to our engineer.
- The W. Beecher Sanitary Sewer flow study which began on May 23<sup>rd</sup>, 2023, has been completed. We are reviewing information in the report to determine where some areas of concern might be regarding infiltration.
- The Fall Water main and fire hydrant flushing began on September 28<sup>th</sup> and will continue until October 28<sup>th</sup>. This schedule will include both Madison and Fairfield Townships.



# CHARTER TOWNSHIP OF MADISON



3804 S. ADRIAN HWY., ADRIAN, MI 49221

Office: 517-263-9313 Fax: 517-263-4569

Supervisor: Gary Griewahn

Clerk: Janet Moden

Treasurer: Harold Gregg

Trustees

Howard Bales Rusty Benschoter

Mat Carpenter Chad Rodgers

## PERSONNEL COMMITTEE

### Meeting Minutes

Meeting Date: September 15th, 8:00 am  
Meeting Location: Township Office, 3804 S. Adrian Hwy., Adrian, MI 49221

Committee Members: Chairperson Chad Rodgers, Howard Bales, and Rusty Benschoter

Guest(s): Tim Watterson, Nic Wilson, Mike Shadbolt, Janet Moden

Action Item(s):

1. It was brought to the attention of the committee that an employee was secretly recording board members, and other employees while they were at work. Discussing this with some of the Department Heads present, it appears that this has been occurring regularly and most of their employees do not trust this individual.
  - Rodgers asked Attorney Castleberry to draft a policy which would address this issue. The committee reviewed the policy, and a motion was made by Rodgers, support Benschoter, to accept and recommend this policy to the board. Vote 3-0 to approve. The policy basically outlines that employees will not record board members, or employees unless in a meeting governed by the OMA, while on Township time. Public Safety would be exempt from this if they are recording in accordance with their official duties.
2. The committee was asked to review the position of Zoning Ordinance Officer, to assist the building official. BO Rincon was not present, so the Chair requests BO Rincon review the Part-time Zoning Ordinance Officer description, recommend changes, if any, and determine hours needed.
3. Discussion on zoning ordinances and Master Plan. The MP has not been updated since 2008. The Committee recommends that Supervisor Griewahn provide, if necessary, the Planning Commission with the Master Plan. Further asking that the PC review and update the plan if necessary. Additionally, the committee asked the fire, police and DPW to review the plan and recommend any changes which impact their respective departments.
4. Clerk Moden had indicated that the zoning ordinance be reviewed and updated as necessary. Given the nature of this task, a discussion about the creation of a subcommittee of 3-5 members be formed. The committee recommends that these members be compensated at a rate of \$15.00/hr, similar to compensation for election officials. Clerk Moden and Trustee's Benschoter and Rodgers volunteered to assist if approved. No motion taken since two of this committee's members volunteered to assist.

5. Given the recent retirement letter by Police Chief Shadbolt, the committee discussed a procedure for filling this position. Chief Shadbolt recommended that Lt. Gentner be promoted to that position after the successful completion of an interim period. Some concerns were made by Trustee Rodgers in the job description and lack of requirements for the position of police chief. Chief Shadbolt was going to review the typical standards for the position of chief and recommend changes if necessary and report back to the committee. Item 1.
6. The committee was asked to review and recommend COL increases, if appropriate. After reviewing the CBA's and contracts of department heads, the committee recommended that non-union personnel receive an increase of four percent (4%), which mirrors the increases of contracted and/or union members. Motion by Benschoter, 2<sup>nd</sup> by Bales to recommend the aforementioned increase. Passed 3-0

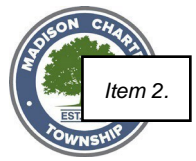
No further business, Motion by Benschoter, 2<sup>nd</sup> Bales to adjourn – 3-0  
The committee will reconvene when aforementioned information is provided. Department heads, Please advise the Chair when this data is collected.

Respectfully submitted:

Chad Rodgers



# CHARTER TOWNSHIP OF MADISON



3804 S. ADRIAN HWY., ADRIAN, MI 49221

Office: 517-263-9313 Fax: 517-263-4569

Supervisor: Gary Griewahn

Clerk: Janet Moden

Treasurer: Harold Gregg

Trustees

Howard Bales Rusty Benschoter

Mat Carpenter Chad Rodgers

## PERSONNEL COMMITTEE

### MEETING MINTUES

Meeting Date: September 25th, 8:00 am  
Meeting Location: Township Office, 3804 S. Adrian Hwy., Adrian, MI 49221

Committee Members: Chairperson Chad Rodgers, Howard Bales, and Rusty Benschoter

Guest(s): Nic Wilson, Mike Shadbolt, Harold Gregg, Dave Rincon, Tim Watterson

Agenda:

1. Review final department head changes/suggestions to Master Plan.
2. Review job qualifications for a Chief of Police and recommend next steps, timeline, pay, etc
3. Review any changes to the Zoning Enforcement position, pay, hours per/wk. etc., as recommended by Building Official Rincon

The committee met at 8am on September 25, 2023, to discuss the agenda items listed above.

1. No discussion on item one as there were no changes from the department heads.
2. Chief Shadbolt provided the committee with an updated job announcement with the only significant change being the addition of an associate degree. After much discussion a motion was made by Benschoter, Second Bales to post the police chief position internally for a period of 5 days, with applicant due date of September 30, 2023, at 1700hrs.
3. No decision on item three at this time. We believe that the Supervisor should determine the need for this position and any budgetary requirements. This position was already held by Sgt. Ensor so it would only be a replacement, not a new creation.

The meeting was adjourned at 1030am.

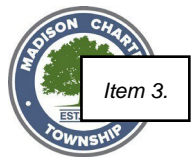
Respectfully Submitted:

Chad Rodgers





# CHARTER TOWNSHIP OF MADISON



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Office: 517-263-9313 Fax: 517-263-4569

Supervisor: Gary Griewahn

Clerk: Janet Moden

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Trustees

Howard Bales Rusty Benschoter

Mat Carpenter Chad Rodgers

## PERSONNEL COMMITTEE

### MEETING MINTUES

Meeting Date: October 9, 2023, 8:00 am

Meeting Location: Township Office, 3804 S. Adrian Hwy., Adrian, MI 49221

Committee Members: Chairperson Chad Rodgers, Howard Bales, and Rusty Benschoter

Guest(s): Nic Wilson, Mike Shadbolt, Dave Rincon

Agenda:

1. Review of candidates for the position of police chief
2. Discuss Chief Wilson's recommendation for the promotion of two personnel for assistant chief

The committee met to discuss items one and two above

1. The township received two letters of intent, from internal candidates for the position of police chief. One potential candidate provided a brief biography and the second candidate provided merely a notice of intent. Given the lack of board direction or documents/qualifications to review, no action was taken. The committee recommends that the township board decide on the next course of action, including a decision on whether the selection be strictly internal, or should the posting be announced externally and how they would like interviews scheduled.
2. Chief Wilson indicated that he would like to promote two current Captains to the rank of Asst. Fire Chief. The recommendation was to promote Capt. Robinson and Capt. Boulay. Motion by Rodgers, Seconded by Bales to recommend that Chief Wilson be able to fill those vacant positions.  
3-0

The meeting was adjourned at 0825 am.

Respectfully Submitted:

Chad Rodgers

# CHARTER TOWNSHIP OF MADISON

Gary Grievahn  
*Supervisor*  
Janet Moden  
*Clerk*  
Harold Gregg  
*Treasurer*

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ADRIAN, MI 49221  
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**TRUSTEES**  
Howard Bales  
Matt Carpenter  
Ralph Benschoter  
Chad Rodgers

September 26, 2023

David Wilt, located at 2624 Harwood Rd Road has requested a land split. Tax ID MD0-133-3900-00 currently zoned AG-1 and will remain AG-1 the proposed split will create two parcels and area of 3.001 acres will be split off the original 60.49 acres all parcels would meet road frontage requirements, it would be my recommendation of the approval on the request split.

Regards,



David Rincon,  
Madison Township  
Building Official  
Zoning Official  
Fire Inspector1



BRING OR MAIL TO:  
Madison Charter Township  
3804 S. Adrian Hwy  
Adrian, MI 49221

**Land Division Application**

\*Up to **45 DAY** processing time from when completed Land Division Paperwork is returned to township office.

**You MUST answer all questions and include all attachments or this will be returned to you.**

Approval of a division of land is required before it is sold, when the new parcel is less than 40 acres and not just a property lot line adjustment. (Sec. 102 e & f)

**Where you want this form sent when review is completed:**

Name: Nicholus + Quinn Wilt This form is designed to comply with applicable local zoning land division ordinances and 109 of the Michigan Land Division Act (formerly the subdivision control act (Particularly by PA 591 of 1996, M.C.L. 560.101 et seq.) PA. 288 of 1967 as amended)  
Address: PO Box 73  
City/State/Zip: Sand Creek, MI 49279

1. Location of parent parcel to be split:  
Address: 2629 Harwood Rd Parent Parcel:  
Township/City: Sand Creek MI

2. Property owner information:  
Name: David Wilt Phone: 517-442-2645  
Address: 2685 W. Gannon Rd Adrian MI  
Contact Name if applicant is not a person:

3. Applicant Information (if not parcel owner)  
Name: Nicholas + Quinn Wilt Phone: 517-215-0906  
Address: PO Box 73 Sand Creek, MI 49279  
Contact Name if applicant is not a person:

4. PROPOSAL: Describe Division(s) being proposed:  
A. Number of new parcels 1  
B. Intended Use (residential, commercial, etc.) residential  
C. The division of the parcel provides access to an existing public roadway by: (check one)  
 Each new division has frontage on an existing road: Harwood Road  
 A new public road, proposed road name:  
 A new private road or easement, proposed road name:  
 A recorded easement (driveway). (Cannot service more than one potential site)

Attach legal description of the proposed new road, easement or shared driveway  
Attach legal description of each proposed new parcel  
5. FUTURE DIVISIONS being transferred from the parent parcel to another parcel.  
Indicate number of transferred 0  
(See section 109(2) of the statute. Make sure your deed includes both statements required in Section 109(3 & 4) of the statute.)

6. DEVELOPMENT SITE LIMITS Check each that represents a condition which exists of the parent parcel  
None  
 Lake or riverfront parcel  
 Includes wetlands  
 Includes beach  
 Within a floodplain  
 Includes slopes more than 25% (a 1:4 or 14 degree angle) or steeper  
 Is on muck soils or soils known to have severe limitations for on site sewage systems  
 Is known or suspected to have an abandoned well, underground storage tank or contaminated soils

7. ATTACHMENTS

A. Survey, sealed by professional surveyor of proposed division(s) of PARENT PARCEL or a scale map\ drawing of proposed division(s) of parent parcel which must show:

- 1. Current boundaries (as of March 31, 1997)
  - 2. All previous divisions made after March 31, 1997 (Indicate when made or none)
  - 3. Proposed division(s)
  - 4. Dimensions of the proposed divisions
  - 5. Existing and proposed road/easement right-of-way
  - 6. Easements for public utilities from each parcel to existing public utility facilities
  - 7. Any existing improvements (building, wells, septic system, driveways, etc.)
  - 8. Any of the features checked in question number 6
- B. If under 1 acre: A septic system permit or soil evaluation prepared by the Health Department that a permit will issue for each proposed parcel or in the alternative evidence that each proposed parcel is serviced by a public sewer system
- C. If under 1 acre: A well permit or an evaluation/indication prepared by the Health Department that approval will occur for potable water for each proposed parcel or in the alternative, evidence that each proposed parcel is serviced by a Public Water System.
- D. Indication of approval of permit from the Lenawee County Road Commission, MDOT or respective municipal street administrator for each proposed new road, easement or shared driveway.
- E. A copy of any transferred division rights (109(4) of the Act) in the parent parcel.
- F. A fee of \$ \_\_\_\_\_
- G. Other: \_\_\_\_\_

8. IMPROVEMENTS Describe an existing improvements (buildings, wells, septic, etc.) Which are on the parent parcel or indicate none: None

9. AFFIDAVIT and permission for municipal, county and state officials to enter the property for inspections:

I agree the statements made above are true and if found not to be true, this application and any approval will be void. Further, I agree to comply with the conditions and regulations provided with this parent parcel division. Further I agree to give permission for officials of the municipality, county and the State of Michigan to enter the property where this parcel division is proposed for purposes of inspection to verify that information on the application is correct at a time mutually agreed with the applicant. Finally, I understand this is only a parcel division which conveys only certain rights under the applicable local land division ordinance and the State Land Division Act (formerly the Subdivision Control Act, PA288 of 1967, as amended (particularly by PA 591 of 1996), M.C.L. 560.101 et seq.) and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction or other property rights. Finally, even if this division is approved, I understand zoning, local ordinances and State Acts change from time to time and if changed, the division(s) made here must comply with the new requirements (apply for division approval again) unless deeds, land contracts, leases or surveys representing the approved division(s) are recorded with the Register of Deeds or the division is built upon before the changes to the laws are made.

Property Owner's Signature: 

For Official Use Only:

Reviewer's Action:

Total: \$ \_\_\_\_\_

Receipt # \_\_\_\_\_

Approved:

Conditions, if any: \_\_\_\_\_

Denied:

Reasons (cite): \_\_\_\_\_

Signature & Date: \_\_\_\_\_



**Lenawee County G.I.S**  
 301 N. MAIN ST  
 OLD COURTHOUSE 1ST FLOOR  
 ADRIAN, MI. 49221  
 PHONE: (517)264-4522  
 FAX: (517)264-4529

**MD0-133-3900-00**  
**2624 HARWOOD RD**

1 inch = 250 feet  
 NOTE: THIS MAP IS INTENDED FOR ILLUSTRATION/  
 REFERENCE ONLY. LENAWEE COUNTY  
 DOES NOT WARRANT THE ACCURACY OF  
 THIS MAP AND IT IS NOT INTENDED AS A  
 REPLACEMENT FOR A SURVEY.

# CERTIFICATE OF SURVEY

Item 1.

Part of the East 1/2 of the Southwest 1/4 of Section 33, Town 7 South, Range 3 East,  
Madison Township, Lenawee County, Michigan

**3.00 ACRES**  
**DESCRIPTION**

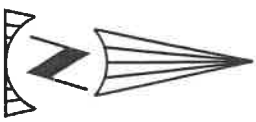
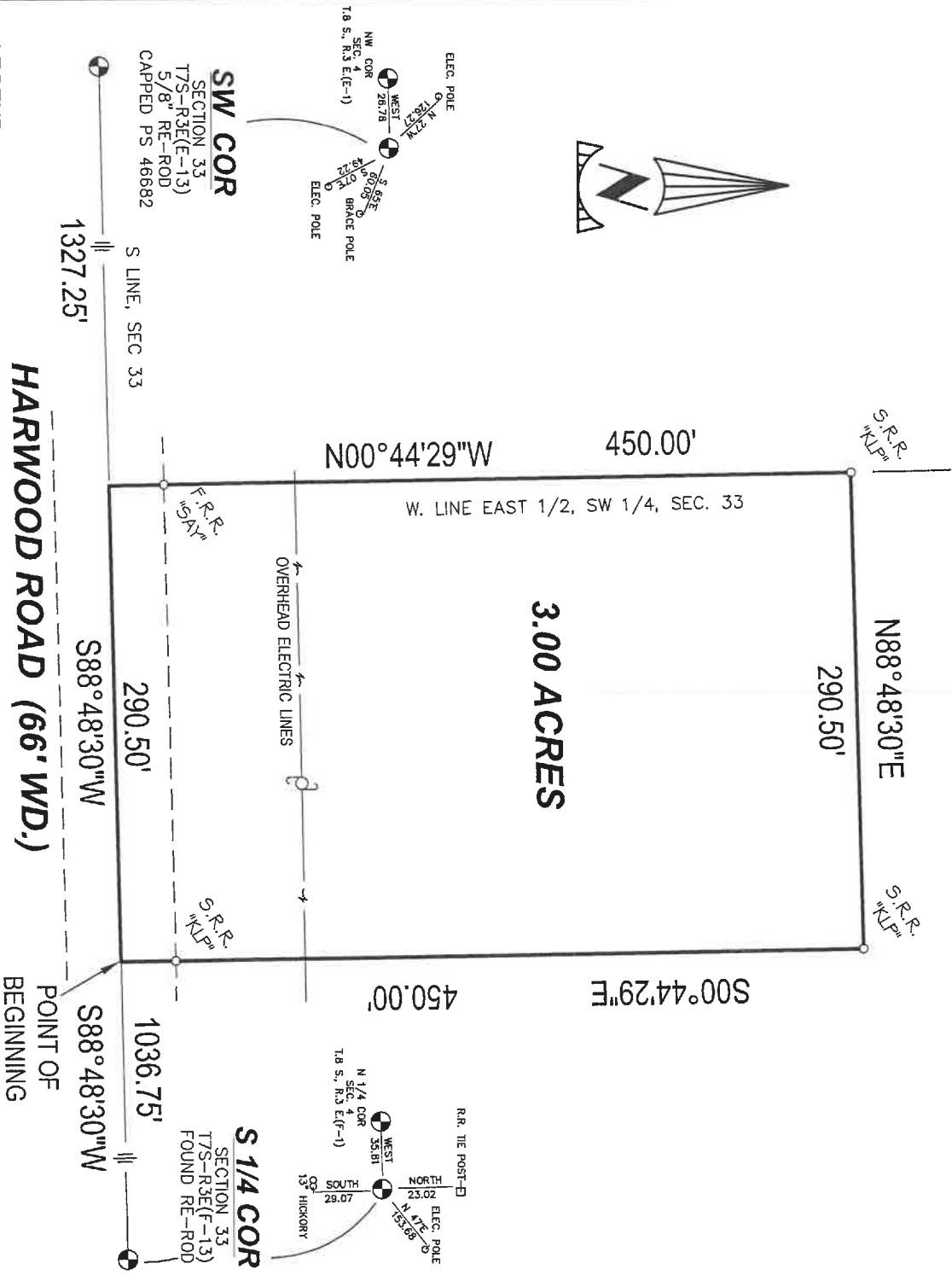
All that part of the East 1/2 of the Southwest 1/4 of the Section 33, Town 7 South, Range 3 East, Madison Township, Lenawee County, Michigan described as beginning on the South line of Section 33 aforesaid being 1036.75 feet South 88°48'30" West from the South 1/4 Corner of said Section 33; thence South 88°48'30 West 290.50 feet continuing along said South line of Section 33; thence North 00°44'29" West 450.00 feet along the West line of the East 1/2 of the Southwest 1/4 of said Section 33; thence North 88°48'30" East 290.50 feet; thence South 00°44'29" East 450.00 feet to the point of beginning.

*Containing 3.00 acres.*

Subject to highway easements and all other easements and restrictions of record, if any.  
Bearings are referenced to a deed recorded in Liber 800 on Page 870, Lenawee County Records.

**PARCEL MD0-133-3900-00 REMAINDER DESCRIPTION**

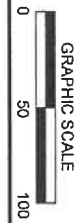
The South 60 acres of the East 1/2 of the Southwest 1/4 of Section 33, Town 7 South, Range 3 East, Madison Township, Lenawee County, Michigan EXCEPTING THEREFROM:  
All that part of the East 1/2 of the Southwest 1/4 of the Section 33, Town 7 South, Range 3 East, Madison Township, Lenawee County, Michigan described as beginning on the South line of Section 33 aforesaid being 1036.75 feet South 88°48'30" West from the South 1/4 Corner of said Section 33; thence South 88°48'30 West 290.50 feet continuing along said South line of Section 33; thence North 00°44'29" West 450.00 feet along the West line of the East 1/2 of the Southwest 1/4 of said Section 33; thence North 88°48'30" East 290.50 feet; thence South 00°44'29" East 450.00 feet to the point of beginning.



**LEGEND**

- S.R.R. = Set Re-Rod
- F.I.P. = Found Iron Pipe
- F.R.R. = Found Re-Rod

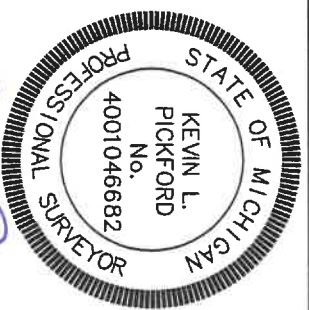
W:\projects\401.2300435\cad\survey\401.2300435.dwg  
 FOR: Nicholas Witt  
 SCALE: 1 inch = 100 feet



JOB No.: 401.2300435  
 DATE: August 3, 2023

Drawn By	Checked By
sy	kp

I hereby certify that I have surveyed the parcel of land described and delineated hereon, that the relative positional precision of each corner is within the accepted standards of professional surveying; that all the requirements of P.A. 132, 1970, as amended, have been complied with. This certificate of survey is for the exclusive use of the person (s) or entity named on this certificate and this certification does not extend to any unnamed third party.



*Kevin L. Pickford*  
 Kevin L. Pickford  
 Professional Surveyor No. 4001046682



237 NORTH MAIN STREET  
 ADRIAN, MI 49221  
 TEL: 517.263.4515  
 FAX: 517.263.4535

www.MannikSmithGroup.com

# CHARTER TOWNSHIP OF MADISON

Gary Griewahn  
*Supervisor*  
Janet Moden  
*Clerk*  
Harold Gregg  
*Treasurer*

3804 S. ADRIAN HIGHWAY  
ADRIAN, MI 49221  
517-263-9313 Fax: 517-263-4569

TRUSTEES  
*Howard Bales*  
*Chad Rodgers*  
*Matt Carpenter*  
*Rusty Benschoter*

## Budget Amendments 10-10-23

101-215-726-000	2,000.	Clerk's Supplies
101-301-714-002	10,000.	Retirement
101-336-740-000	3,800.	Operation Supplies
101-528-940-000	3000.	Equipment Rental Garbage Collection
101-567-930-000	4000.	Maintenance & Repair Cemetery Department
101-651-714-003	1000.	Life Insurance
249-371-714-002	2000.	Retirement
249-371-725-001	2500.	Back Up Bldg. Official
592-536-714-002	3250.	Retirement
592-537-714-002	3250.	Retirement