

Perry Township  
Regular Meeting Minutes  
December 3, 2025

**Present:** Mark Fulks, Supervisor; Veronica Howard, Clerk, Troy Parmalee, Treasurer, Francis Griffith and Mark Fraser, Trustees.

**Absent:** None.

**Guest:** Beth Andrus, Planning Commission; Ron Force; Nick Keck, AGS; Tom Coffey, Antrim Twp Supervisor; Mike Godfrey, Antrim Twp Trustee; Dale Greenhoe, Developer; Justin Horvath, SEDP; Matthew Shephard, County Commissioner

The Supervisor opened the meeting with the pledge to the flag.

**Public Hearing-** Postponed

The **agenda was approved.** Parmalee moved; Griffith seconded. All ayes Carried. The **November 5, 2025 Regular Meeting Minutes** were approved as typed and presented. Fraser moved; Griffith seconded. All ayes Carried.

**Public Comment:** None.

**Sheriff: 22 traffic stops; 111 total calls for the month of October.**

**SSESA:** 4 new employees.

**DDA:** Next meeting- January 21, 2025 at 6:30pm.

**Zoning:** 3 zoning permits and 6 building permits issued for November.

**Library:** Salary increase for library director.

**SEDP:** Open house December 16, 2025.

**Planning Commission:** At their November special meeting, 3 firms came to present and explain their services they provide- AGS, Rowe and McKenna. Agreed that AGS would fit our zoning needs best. Approved amendments to the Master Plan.

The **financial statement was approved to pay the bills.** Fraser moved; Howard seconded. Roll Call: Howard, Parmalee, Fulks, Griffith, Fraser. All ayes Carried.

**Correspondence:** SEDP- Adopt-A-Family, Old Newsboys, SCOA December 2025 Newsletter.

**Unfinished Business:** None.

**New Business:**

- **Jaedyn's Way Development (Village of Morrice / Perry Township jurisdiction)-** Developer Dale Greenhoe and SEDP provided project overview: Housing development on S. Morrice Rd. on the Westside adjacent to the Bethany

- Cemetery. Development to provide 16 units of affordable housing, 16-unit residential development (ICF construction, energy efficient). Four buildings with four units each. Estimated rents targeted at or below \$1,600/month. Project dependent on state grant funding and local TIF reimbursement through the County Brownfield Redevelopment Authority. State law requires Perry Township concurrence because the Village of Morrice lies within Perry Township.
- **Resolution of Understanding to Utilize the Shiawassee County Brownfield Redevelopment Authority for the Jaedyn’s Way Development, Village of Morrice, Perry Township, MI. Motion:** Parmalee **Seconded:** Fraser **Roll Call Vote:** Howard, Parmalee, Fulks, Fraser, Griffith — **All Ayes. Motion Carried.**
  - **Resolution Concurring with the Provisions of a Brownfield Plan to be Adopted by the Shiawassee County Brownfield Redevelopment Authority for Jaedyn’s Way Development, Village of Morrice, Perry Township, MI. Roll Motion:** Parmalee **Seconded:** Fulks **Call Vote:** Griffith, Howard, Parmalee, Fulks, Fraser— **All Ayes. Motion Carried.**
  - **Public Meeting-** Call for a public hearing of Perry Township for the adoption of the zoning ordinances. We were required to send a copy of the Zoning Ordinances to Shiawassee County Planning Commission for a 30-day review. Set a public hearing for the adoption of the Perry Township Zoning Ordinance on December 22, 2025, at 7:00 p.m. **Motion:** Parmalee **Seconded:** Fraser. All ayes. Carried.
  - **Zoning Administration-** Discussion continued regarding hiring AGS as the Township’s zoning administrator and zoning enforcement provider. Planning Commission Chair reported that a special meeting was held on December 2, where the Commission reviewed proposals from AGS, ROWE, and McKenna. AGS was recommended as the preferred firm based on experience, capacity, cost structure, and their ability to provide building code enforcement services if the Township pursues state approval to assume building permitting responsibilities. Representatives Nick Keck and Bert Gale of AGS were introduced. AGS currently provides zoning and enforcement services for Locke Township and the Village of Morrice. AGS fee structure: **\$200/month flat fee plus \$80/hour** for services rendered. AGS will assist with zoning updates, enforcement, the potential transition to Township-level building permitting, and development of needed ordinances (e.g., nuisance, junk/litter, adoption of the Michigan Land Division Act). Other proposal considerations: ROWE did not offer enforcement services; McKenna was significantly more expensive. **Motion** by Fulks to accept the AGS agreement with an effective date of **December 4, 2025**, authorizing preparatory work to begin immediately. **Second** by Fraser. **Roll Call:** Fraser, Griffith, Howard, Parmalee, Fulks. All Ayes. Motion carried.
  - **Early Voting Materials Cost Share-** Clerk Howard reported that County Clerk Caroline Wilson requested authorization from participating jurisdictions to proceed with purchasing additional materials for the countywide early voting site (awnings, chairs, tables, etc.). The cost will be **shared among approximately 20 jurisdictions**. Initial quote estimated Perry Township’s share at **\$360**, but a revised amount is expected due to updated quotes for “Ez-up” awnings. Clerk Howard requested authorization up to **\$1,000** to ensure full coverage without

requiring additional Board approval, though the actual cost is expected to be significantly lower. **Motion** by Fraser to authorize up to **\$1,000** for the Township's shared early voting material costs. **Second** by Griffith. **Roll Call:** Parmalee, Fulks, Griffith, Fraser, Howard. All Ayes. Motion carried.

- **Parking Lot Plow and Snow Removal-** Supervisor Fulks addressed concerns regarding parking lot and sidewalk conditions during recent weather events, noting icy conditions during the prior evening's Planning Commission meeting and reports that the contracted service did not salt or clear sidewalks as required. Clerk Howard contacted Austin of Focal Point, who reported the issue resulted from a new crew member on the route and confirmed corrective measures were taken. The contractor is expected to plow at 1–2 inches of accumulation and salt as needed, generally by 8:00 a.m. Board stressed close monitoring to avoid liability risks and ensure safety for staff and building users.

**Public Comments:** A resident asked whether early voting would continue to be held at the rear entrance of the Shiawassee County Veterans Affairs building. Clerk Howard noted that to change the early voting location, the County must complete a formal statutory process including mailed notification to all voters. No changes are currently planned.

**Adjourned:** Fraser moved; Griffith seconded. All ayes Carried.

Veronica Howard, Clerk

<https://youtu.be/t5aqfsHYZYQ?si=OHyDoRlwWUyVuRD2>