

Perry Township  
Regular Meeting Minutes  
March 4, 2026

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

**Guest:** Beth Andrus, Planning Commission; Al Sipes; Cindy Garber, County Commissioner

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

Motion by Fraser, supported by Griffith, to approve the agenda as presented. All ayes Carried.

The Budget Hearing for 2026-2027 was opened at 7:09 pm.

Parmalee explained the proposed 2026-2027 budgets. Prior year budget higher due to Morrice Road projects. The General Fund line items were adjusted for pay increases for the employees. There were no changes to the Sewer Maintenance operational costs exceed revenue; sewer rates unchanged since 1992, sewer rates need to be discussed in the near future. Municipal audit costs increasing to approximately \$20,000. DDA budget was adopted by the DDA. Budget categories added for Construction Board of Appeals, Planning Commission training, Zoning Board of Appeals, and contracted zoning services. All other budgets were similar to last year.

The Budget Hearing was opened to public comments hearing, none, the hearing was closed.

The 2026-2027 Budget and Ordinance to Establish a General Appropriations Act for Perry Township was approved with one mill as reduced by the Headlee Role Back to be levied. Parmalee moved; Fraser seconded. Roll Call: Parmalee, Fulks, Fraser, Griffith, Howard. All ayes. None opposed. Carried.

Parmalee moved; Griffith seconded, to close the Budget Hearing at 7:18pm. Motion Carried.

Motion by Fraser, supported by Griffith, to approve the February 4, 2026 Regular Meeting and the February 10, 2026 Budget Workshop Minutes. Motion carried.

**Reports:**

**Sheriff:** 30 traffic stops; 156 total calls for the month of February.

**SSESA:** Ambulance service is averaging about 12 calls per day. Report provided regarding an I-69 accident response where a pumper truck blocking traffic was struck. Four firefighters were evaluated at the hospital. A backup pumper remains available.

**DDA:** DDA meets quarterly. Next meeting April 15 at 6:30 PM.

**Zoning:** Several zoning permits issued; two site plan reviews and two special use permits pending.

**Co. Comm:** Update provided on Veterans Services activity, opioid settlement funds, and county projects, including nursing home expansion.

**Library:** Byron Branch Library/Township Hall project progressing; anticipated opening June 2026.

**I-69:** Next meeting scheduled the following week.

**Planning Commission:** Updates included Master Plan amendments, Conway Township Master Plan review, Kingsley Cabinet Shop site plan approval, and solar array review for Lifetime Metals. March Planning Commission meeting moved to March 24 at 7:00 PM.

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

**Correspondence:** SCOA March 2026 Newsletter, MTA- Principles of Governance

**Public Comment:** None

**Unfinished Business:**

- **Board of Review-** Organizational meeting held March 3. Board of Review sessions scheduled: March 10 – 9:00 am–3:00 pm and March 11 – 3:00 pm–9:00 pm. Additional meetings scheduled in July and December.

**New Business:**

- **MTA Principles of Governance-** Motioned by Fraser, to adopt the Michigan Township Association Principles of Governance and display the document publicly following board signatures. Seconded by Griffith. All Ayes. Motion carried.
- **Construction Board of Appeals Appointments-** Motioned by Parmalee, to appoint Francis Griffith, John Adrian, and Jim Bennett to the Construction Board of Appeals for two-year terms beginning April 1, 2026 under Resolution 05-2026. Seconded by Fraser. Roll Call Vote: Griffith, Howard, Parmalee, Fulks, Fraser. All ayes Carried.
- **Construction Board of Appeals Contact-** Motioned by Fulks, to designate Troy Parmalee as the elected official contact for the Construction Board of Appeals. Seconded by Griffith. Motion carried.
- **Township Meeting Schedule-** Motioned by Fraser to adopt the 2026–2027 Township Meeting Schedule as presented. Seconded by Howard. Motion carried.
- **DDA Meeting Schedule-** Motioned by Parmalee to approve the 2026–2027 DDA meeting schedule, quarterly on the third Wednesday at 6:30 PM. Seconded by Fraser. Motion carried.
- **Planning Commission Reappointments-** Motioned by Fraser to reappoint Larry Place and Tim Bontrager to the Planning Commission for a 3-year term. Seconded by Fulks. Roll Call Vote: Howard, Parmalee, Fulks, Fraser, Griffith. All Ayes. Motion carried.
- **Planning Commission Meeting Schedule-** Motioned by Parmalee to approve the 2026-2027 Planning Commission meeting schedule, third Thursday at 7:00 PM, with March adjusted. Seconded by Fulks. Motion carried.

- **Zoning Board of Appeals Meeting Schedule-** Motioned by Parmalee to approve the 2026-2027 ZBA meeting schedule, second Wednesday at 6:00 PM. Seconded by Howard. Motion carried.
- **ZBA Variance Application-** Motioned by Parmalee to adopt the ZBA Variance Application and establish a \$320 application fee. Seconded by Fraser. Roll Call Vote: Fulks, Fraser, Griffith, Howard, Parmalee. All Ayes. Motion carried.
- **Poverty Exemption Guidelines-** Motioned by Parmalee to adopt Resolution 01-2026 incorporating updated federal poverty guidelines. Seconded by Griffith. Roll Call Vote: Griffith, Howard, Parmalee, Fulks, Fraser. All Ayes. Motion carried.
- **Hall Rental Rates-** Motioned by Fulks to approve updated hall rental rates effective April 1. Seconded by Griffith. Roll Call Vote: Howard, Parmalee, Fulks, Fraser, Griffith. All Ayes. Motion carried.
- **FOIA Fee Schedule-** Motioned by Fraser to approve updated FOIA fee schedule with labor rate of \$21.75. Seconded by Griffith. Seconded by Griffith. Roll Call Vote: Griffith, Howard, Parmalee, Fulks, Fraser. All Ayes. Motion carried.
- **Retention Pond Maintenance-** Brush cutting bid increase discussed. Item to be referred to the DDA for consideration.
- **Sexton Agreement-** Motioned by Fraser to approve the 2026–2027 Sexton Agreement, increasing monthly retainer to \$2,300. Seconded by Griffith. Roll Call Vote: Fulks, Fraser, Griffith, Howard, Parmalee. All Ayes. Motion carried.
- **Road Projects-** Motioned by Parmalee to approve 2026 road projects including brine program, Britton Road chip seal, Ellsworth Road gravel work, and Church Road gravel work, estimated cost \$97,974. Seconded by Fraser. Roll Call Vote: Parmalee, Fulks, Fraser, Griffith, Howard. All Ayes. Motion carried.
- **Audit Agreement-** Motioned by Fulks to approve audit agreement with Clark Schaefer and Hackett for approximately \$20,000. Seconded by Griffith. Roll Call Vote: Howard, Parmalee, Fulks, Fraser, Griffith. All Ayes. Motion carried.
- **Depository List-** Motioned by Parmalee to approve the 2026 Township Depository List, adding First National Bank of Michigan. Seconded by Griffith. Roll Call Vote: Ayes- Griffith, Howard, Parmalee, Fulks. Nays- Fraser. Motion carried.
- **Budget Amendments-** Motioned by Griffith to approve General Fund budget amendments. Seconded by Fraser. Roll Call Vote: Fraser, Griffith, Howard, Parmalee, Fulks. All Ayes. Motion carried.
- **Year-End Transfer Authorization-** Motioned by Fulks to approve the authorization to transfer of funds at treasurers' discretion. Seconded by Griffith. Roll Call Vote: Fulks, Fraser, Griffith, Howard, Parmalee. All Ayes. Motion carried.

**Public Comments:** A visitor commended the board on efficiently completing meeting business and suggested consideration of a dedicated traffic blocking vehicle for freeway incidents.

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

Veronica Howard, Clerk

[https://youtu.be/pQSZOgZC1gc?si=YNs5Kxsv\\_X5IJHXa](https://youtu.be/pQSZOgZC1gc?si=YNs5Kxsv_X5IJHXa)