

## Hamilton Township Board Meeting Minutes

April 2, 2026 @ 6:30pm at Hamilton Township Hall, 3042 N. Rodgers Ave., Harrison, MI

Board Members Present: Mike Conway, Mike Iutzi, Gerald Tom Vaughn, Andrea Wallace, Denise Goodenow

Guest Count: 2 Residents: 13

**CALLED TO ORDER:** by Vaughn at 6:30pm, followed by an Invocation, the Pledge of Allegiance, and Roll Call.

**APPROVAL OF AGENDA:** Motion by Conway to approve the agenda, seconded by Iutzi; all in favor. **MC**

**APPROVAL OF MARCH 5, 2026 MEETING MINUTES:** Motion made by Iutzi to approve the March 5, 2026 minutes, seconded by Conway; all in favor. **MC**

### GUESTS:

**Commissioner, David Hoefling** reported the medical examiner's contract has been renewed, the Veteran's Freedom Park's lease was renewed, the MI police grant was renewed, and they received the cyber security grant.

**CCRC, Bill Simpson** reported they haven't seen the money from the gas tax yet, trees were cut on Townline, they started 4 tens this week, and frost laws go off on Monday.

### REPORTS:

**TREASURER'S REPORT:** Report was given by Goodenow. Wallace moved to approve Treasurer's report, seconded by Iutzi; all in favor. **MC** Goodenow mentioned that \$5500 from park account will be moved to the ICS account.

**CLERK'S REPORT:** Invoices and bills to be paid were given to the board ahead of time. Iutzi moved to approve and pay the monthly bills for the rest of April and beginning of May including: Payroll, Consumers, Charter, Republic, VC3, Melissa Townsend \$30 for phone, Amazon \$64.32-Invoice #1Y4W-7YV7-QN1R (correction tape, calculator tape, copy paper), Central Michigan Assessing \$1,933.73-Invoice #2026-1 (printing of assessment change notices and additional printing for winter tax bills), City of Harrison \$82,912.66 (fire protection), Clare County Treasurer \$19.13-Invoice #2-26-516-000-082-008 (chargebacks on tax adjustments), Deluxe \$571.65-Invoice #9010312855 (tax account checks and deposit slips), Election Source \$105.18-Invoice #26-927 (av inserts for primary and general election, secrecy envelopes), H&H Propane \$571.36-Invoice #8921-0 (propane for gym), Keysor Builders \$285.00 (snowplowing in March), Printing Systems \$81.34-Invoice #241072 (cancellation notice response cards), USPS \$317.80 (postage for election) two-ounce stamps \$1.07 x 240 = \$256.80 plus Postcard stamps 100 x .61 = \$61, USPS \$3.12 (postage due on postcards the county sent out), seconded by Conway; all in favor. **MC** \*VC3 went up to \$25.20. Wallace reported the Fire Department came to Hamilton Township 10 times in April and at the MTA Capital Conference they talked about what was in legislation.

**ASSESSOR'S REPORT, TINA WRIGHT** was absent.

**PLANNING COMMISSION CHAIR, KELLY BENNETT** reported the noise ordinance that is in place is good for the park; a special permit will be issued when renting the pavilion/amphitheater for certain events, their next meeting will be May 6<sup>th</sup> at 6:30pm to discuss the rules for the park, and requested that the board look at the zoning permit fees again; too high.

**ZONING ADMINISTRATOR, MELISSA TOWNSEND** reported privacy fences are popular at the moment and Townsend will be in the office Wednesday nights instead of Tuesday nights.

**PARKS, AMY WRIGHT** reported the park is on track to be finished by May 15<sup>th</sup>, a drinking fountain would cost anywhere from \$1,800-\$5,000, a work day needed to be scheduled to clean up around the building before the park opening, the 2<sup>nd</sup> playground can begin, and the top four results from the survey were: electrical, benches, picnic tables and trash cans

**BLIGHT:** Vaughn reported 6 letters were sent out and he received 3 more complaints.

### OLD BUSINESS:

**GRAND OPENING FOR PARK:** Wallace reported 4 companies will be doing the touch a truck from Noon-2 and that she contacted Family Fare and Home Depot for donations; waiting to hear back. Walmart is donating a gift card. Vaughn reported 98.5 will not come out for free, but will advertise the event.

**PAVILION AND AMPHITHATER:** Wallace reported that a music copyright license was needed by the Township. Motion to allow Wallace to contact the Attorney regarding a music copyright license and pavilion and amphitheater resolution and agreements made by Goodenow, seconded by Conway; all in favor. **MC**

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**PARK PORTA JOHN:** Wallace reported that if anything happens to the porta potty, the Township is responsible. No action was taken.

**LAWNMOWER:** 3 options were given and in the end the Board is going to get bids to see how much it would cost to mow the lawn including the park area.

**FEE SCHEDULE RESOLUTION:** Resolution offered by Wallace, seconded by Iutzi to update the zoning permit fees: reducing residential zoning permit fees to a flat rate of \$100 and taking off the footings fee for residential. Resolution passed 4 ayes and 1 nayes. Townsend asked about her fee and then requested to go into a closed session to discuss. Motion by Goodenow to go in to a closed session at 7:54pm, seconded by Iutzi; all in favor. **MC** Motion to resume the regular meeting at 7:58pm made by Conway, seconded by Iutzi; all in favor. **MC** Motion to pay Melissa Townsend 25% of the Zoning fees collected made by Wallace, seconded by Conway; all in favor. **MC**

**CMF CONTRACT:** No contract. Tabled.

**NEW BUSINESS:**

**AMEND POLICIES:** Motion to amend township policies: Account Receivable pages 25-26 to add taking cc payments for demolition permit, donations, and pavilion/amphitheater fees and adding clerk/deputy clerk so they can receive payments via cc except for property taxes and special assessments made by Wallace, seconded by Goodenow; all in favor. **MC**

**CRAFT, CROP, SHOP:** Motion to host a Craft, Crop, Shop at the Hamilton Township Hall on June 20, 2026 with the proceeds going toward the park made by Iutzi, seconded by Goodenow; all in favor. **MC**

**BUDGET:** Wallace handed out the budget. Motion to hold the Budget Public Hearing on Tuesday, May 26<sup>th</sup> at 6:00pm made by Wallace, seconded by Iutzi; all in favor. **MC**

**CLEAVER-CEMETERY:** Motion to put a notice in the Clare County Cleaver (to run for two weeks) about the annual spring cleaning of the cemeteries made by Wallace, seconded by Iutzi; all in favor. **MC**

**FIRE DEPT GRANT SUPPORT LTR:** Motion made by Goodenow to allow Vaughn to sign a letter of support for the Harrison Community Fire Department for a grant they are applying for (5 medical bags, supplies, and 3 AEDs), seconded by Conway; all in favor. **MC**

**VOLUNTEER WAIVER:** Motion to allow Wallace to contact Attorney to draft up a volunteer waiver form made by Iutzi, seconded by Conway; all in favor. **MC**

**DINE TO DONATE:** Motion to participate in Texas Roadhouse's Dine to Donate program for Tuesday, June 9<sup>th</sup> or Monday, June 8<sup>th</sup> (whichever is available) made by Goodenow, seconded by Iutzi; all in favor. **MC**

**PUBLIC COMMENT:** Began at 8:16pm. None comments. Ended at 8:16pm.

**DATES TO REMEMBER:** April Fool's Day/April 1<sup>st</sup>, Good Friday/April 3<sup>rd</sup>, International Pillow Fight Day/April 6<sup>th</sup>, Easter Sunday/April 5<sup>th</sup>, Blah, Blah, Blah Day/April 17<sup>th</sup>, Earth Day/April 22<sup>nd</sup>, This Date in History (1792 United States dollar is introduced-worth \$34.04 than current value) and 1865/Last major Battle of the Civil War

**ADJOURNED:** Conway made a motion to adjourn at 8:17pm, seconded by Iutzi; all in favor. **MC**

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Put minuets on the website  
Pay bills

Contact Arden

Print closed session mtgs

Contact Attorney for music copyright license, pavilion/amphitheater resolution and agreements

Volunteer Waiver

Grand Opening

Contact Home Depot, Family Fare

Post flyer on website and facebook

Create scavengerhunt

Craft, Crop, Shop

Fix flyer, Post on facebook, website, get giveaways and food donations

Get bids for park mowing

Update zoning fees on website

Dine to Donate

GL for park

T-Mobile grant resolution to accept

Put on May agenda: bids for park, CMF contract, grand opening, assessor contract, pavilion and amhitheater rules, work day,

Get Budget ready

Notice for Budget

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Flyer for grand opening

Contact Fire Department, County, H&H, Police, EMT, Beemers? etc. to see about touch a truck

98.5 to do a Live feed

Family Fare-water, gatoraid, ice, single serve chips, napkins, chuck's cousin from Made Right for chips?  
Walmart-toys for kids to give away as prizes and bigger items for giveaways

Home Depot-kids build kits

Newspaper will be at grand opening