

Richfield Township Regular Board Meeting
Monday August 11, 2025 7:30 p.m.
Richfield Township Boardroom
5381 N. State Road – Davison, MI 48423

1. Call to Order.
2. Pledge of alliance /Greeting
3. Roll Call
4. Adopt the Agenda
5. Approve Previous Board Minutes July 14, 2025
6. Correspondence.
7. Public Comment Period
Person wishing to address the Board shall provide their name and address. Individuals shall be allowed three (3) minutes. Associations or group representatives shall be allowed five (5) minutes. Time may not be yielded to other speakers. Speakers will address the Chairperson. Comments shall be made in a professional manner.
8. Treasurer Report
9. Board Expenditures
10. Unfinished Business
 - A. Personnel committee update;
 1. Zoning administrator job description update.
 2. Wage recommendation for zoning administrator and building inspector.
 - B. Crawl space / Ductwork cleaning. Update only.
11. New Business
 - A. Personnel committee update and recommendation
 1. Assessing assistant/Office manager.
 - B. MERS 2025 conference attendees.
 - C. Flint River Dodge cemetery request to transfer ownership to Richfield Township.
12. Department reports
 - A. Police
 - B. Fire
 - C. Parks
 - D. PC.
 - E. Bld./Zoning Code Enf.
13. General public comments
14. Board Comments/Announcements:
15. Next meeting, September 8, 2025
16. Adjournment

The Richfield Township board will provide necessary reasonable auxiliary aids and services, such as a signer for the hearing impaired and audiotapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon 7 days' notice to Richfield Township board. Individual with disabilities requiring auxiliary aids or services should contact the Richfield Board by writing or calling the following; Richfield Township, 5381 N. State Road, Davison, MI. 48423, **Phone: 810-653-3564**

**RICHFIELD TOWNSHIP
BOARD MEETING
July 14, 2025**

MEMBERS PRESENT:

ROLL CALL:

Supervisor Joe Madore
Clerk Cheryl Campbell-Hoberg
Treasurer Brian Arnes
Trustee John Minto
Trustee Don Harris

OTHERS PRESENT: Chief Galloway, Several members of the community

CALL TO ORDER: The Richfield Township Board was called to order at 7:30 pm at Richfield Township, 5381 N. State Rd, Davison, MI 48423.

The Pledge of Allegiance was recited.

ADOPT THE AGENDA Motion by Madore, second by Minto to approve. Motion carried unanimously.

APPROVE PREVIOUS BOARD MINUTES FOR June 9, 2025 and June 24, 2025 SPECIAL MEETING/PUBLIC HEARING: Motion by Madore, second by Campbell-Hoberg to approve previous board minutes as presented. Motion carried unanimously.

PUBLIC COMMENTS- 2 residents made a public comment.

TREASURERS REPORT: Motion to approve by Madore, second by Harris. Motion carried unanimously.

APPROVE BOARD EXPENDITURES: Motion by Madore, second by Campbell-Hoberg to approve board expenditures as presented Roll Call: Harris- yes, Arnes- yes, Minto- yes, Campbell-Hoberg- yes, Madore -yes Motion carried unanimously.

UNFINISHED BUSINESS:

NEW BUSINESS:

- A. Swearing in Officer Goodroe- Judge Manley was unable to make it, Clerk Campbell-Hoberg stepped in and swore Officer Goodroe in.
- B. Crawl space disinfection quote consideration was discussed. We will obtain a second quote.
- C. Personnel committee update- More discussion will be needed to determine whether we separate the code enforcement position from the building inspector position. Also whether we increase the pay for these positions. The current employee received a 35% increase in pay after beginning this position. The pay hasn't increased in 4 years.
- D. Resolution 25-09 Conflict of interest policy. Motion by Madore, second by Arnes. Roll call vote, Minto Yes, Harris yes, Arnes yes, Campbell-Hoberg yes, Madore yes. Carried unanimously.

DEPARTMENT REPORTS: POLICE – FIRE - PARKS -

GENERAL PUBLIC COMMENTS: Comments from 2 residents

BOARD COMMENTS-

Clerk- Working on combining precincts. We will go from 3 precincts down to 2 precincts. This will save a lot of money, especially when we have to purchase all new election equipment in 2027.

Next meeting is August 11, 2025 at 7:30 pm

Meeting adjourned 8:35 pm

Joseph Madore, Supervisor

Cheryl Campbell-Hoberg, Clerk

Treasurer Report July 2025

Kestra Sewer & Water	\$296,343.76
Kestra General	\$422,999.83
Total Value	<u>\$719,343.59</u>
Michigan Class Gen Long Term	\$922,048.35
Michigan Class Sewer Long Term	\$855,234.44
Michigan Class Total Value	<u>\$1,777,282.79</u>
Total Investments	\$2,496,626.38
Investment Interest	\$11,680.21

Brian Arnes
Treasurer

Huntington	
Beginning Balance	\$3,770,168.78
Deposits	\$152,411.39
Withdrawals	\$459,046.47
Ending Balance	<u>\$3,463,533.70</u>
Elga Credit	
Beginning Balance	\$18,080.05
Deposits	\$419,536.13
Withdrawals	\$14,780.69
Ending Balance	<u>\$422,835.49</u>

INVOICE REGISTER FOR RICHFIELD TOWNSHIP
 POST DATES 07/16/2025 - 08/12/2025
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Invoice #	Invoice date	Vendor #	Vendor Name	Invoice Descriptio	Check #	Amount
REIMBURSEME	08/07/2025	021	ADAM VASICK	MILEAGE - DROVE OWN VEHICLE TO		70.30
3655207417	07/29/2025	030	ARAMARK REFRESHMENT SERRVICES	COFFEE SUPPLIES		40.42
110308	07/29/2025	171	ATLAS OUTDOOR LLC	BLIGHT		150.00
109805	07/22/2025	171	ATLAS OUTDOOR LLC	BLIGHT	6495	135.00
110559	08/05/2025	171	ATLAS OUTDOOR LLC	BLIGHT		120.00
110677	08/07/2025	171	ATLAS OUTDOOR LLC	AUG 2025 MOWING		1,086.25
OE76C2	08/05/2025	229	CHAMPS CLEANERS	JULY 2025 DRYCLEANING		28.65
NONE	07/29/2025	005	CONSUMERS ENERGY	#1000 1125 1137, 5229, 1000 6598	6501	2,344.52
25244	08/05/2025	321	WAYNES CREATIVE LAWN & LANDSCAPING	MOWING COTTAGE CEMETARY		652.50
731941	07/29/2025	002	DAVISON ACE HARDWARE	PARK REPAIR		28.31
NONE	07/29/2025	000	DIAMOND EXCAVATING LLC	JULY 2025 GRADE THOMAS STREET		550.00
IN 315901	08/07/2025	176	ELITE IMAGING SYSTEMS	JULY 2025 TWP COPIER		78.77
303207	08/05/2025	227	EMTERRA ENVIRONMENTAL USA CORP.	AUGUST TRASH COLLECTION		37,516.24
JULY 2025	08/05/2025	015	GENESEE COUNTY TREASURER	DUE TO DAVISON SCHOOLS		946.00
JULY 2025	08/05/2025	015	GENESEE COUNTY TREASURER	DUE TO G.C. FOR DAV. SCHOOLS		236.50
FALL MEETING	08/07/2025	184	GOVERNMENTAL CLERKS OF GENESEE CNT	C. CAMPBELL		15.00
2025-00000122	08/05/2025	049	GENESEE COUNTY DRAIN COMMISSIONER	SEWER MAINT		8,428.82
7/16 - 7/31/202	08/05/2025	064	GENESEE COUNTY TREASURER	DUE TO GENESEE COUNTY	7597	149,731.64
7/1 - 7/15/2025	07/17/2025	064	GENESEE COUNTY TREASURER	DUE TO GENESEE COUNTY	7595	273,674.29
505600 & 1649	08/05/2025	079	J W CLEANING	OFFICE CLEANING & BALLFIELD RES		1,300.00
1-13692-1	08/06/2025	000	KONIECZKA HEATING & COOLING, INC.	MOVE ALL RETURN AIR	6502	4,100.00
1-13405-1	08/06/2025	000	KONIECZKA HEATING & COOLING, INC.	FURNACE IN BOARD ROOM	6502	4,785.00
1-13404-1	07/29/2025	000	KONIECZKA HEATING & COOLING, INC.	FURNACE, SERVER ROOM	6497	5,185.00
1-14350-1	07/29/2025	000	KONIECZKA HEATING & COOLING, INC.	DUCT- SERVER ROOM	6497	750.00
1-13406-2	07/29/2025	000	KONIECZKA HEATING & COOLING, INC.	A/C SERVER ROOM	6497	4,970.00
NONE	07/17/2025	000	MAMC	MEMBER EDUCATION DAY: C. CAMP	6491	50.00
NONE	08/05/2025	293	MI ASSOC OF MUNICIPAL CLERKS	D. VOSS ECUCATION DAY		50.00
10496043	08/05/2025	000	PLANTE & MORAN, PLLC	JULY 2025 MEETING WITH TREASUR		528.00
7/16 - 7/31/202	08/05/2025	057	RICHFIELD TOWNSHIP	DUE TO RICHFIELD TWP	7596	1,501.94
7/1 - 7/15/2025	07/17/2025	057	RICHFIELD TOWNSHIP	DUE TO RICHFIELD TWP	7594	2,734.97
JULY 2025	08/05/2025	067	RICHFIELD TOWNSHIP - SEWER FUND	BLUEFIN MONIES COLLECTED	2154	16,510.51
30144494	07/29/2025	000	SCHNEIDER TIRE OUTLET - WESTLAND	4 WNGLRS	6500	644.00
106392947	08/05/2025	238	SPEEDWAY WEX BANK	JULY 2025 FUEL		1,761.19
JULY 2025	08/04/2025	324	STANDARD INSURANCE CO - VISION	VISION	253	358.08
AUG 2025	08/04/2025	324	STANDARD INSURANCE CO - VISION	VISION	253	358.08
JULY 2025	08/04/2025	317	STANDARD INSURANCE COMPANY - DENTA	DENTAL	252	2,287.92
AUG 2025	08/04/2025	317	STANDARD INSURANCE COMPANY - DENTA	DENTAL	252	2,287.92
AUGUST 2025	07/24/2025	318	STANDARD INSURANCE COMPANY	LIFE & DISIBILITY	251	944.95
AUGUST 2025	07/24/2025	318	STANDARD INSURANCE COMPANY	LIFE & DISABILITY	251	(96.18)
NONE	08/05/2025	159	STEARNS' M-15 GARAGE	R&R CANISTER PURGE SOLENOID		240.22
NONE	08/05/2025	159	STEARNS' M-15 GARAGE	REPLACE BOTH LOWER BALL JOINTS		976.96
NONE	08/07/2025	159	STEARNS' M-15 GARAGE	R&R #7 COIL & REPLACE EXHAUST C		207.98
NONE	08/07/2025	159	STEARNS' M-15 GARAGE	L.O.F.		75.00
NONE	08/07/2025	007	CONSUMERS ENERGY	ACCT# 1000 0028 4115 & #1030 33		4,379.95
36181353/1	08/07/2025	000	TODD WENZEL	MOUNT & BAL 4 TIRES & ALLIGNME		254.94
JULY 2025	08/05/2025	307	TRAVIS COVERT	MILEAGE		89.08
VC3-211003	07/17/2025	084	VC3	MICROSOFT 365		181.65
VC3-212466	07/22/2025	084	VC3	7/1 - 12/31/2025 SEMI - ANNUAL SE	6494	4,150.50
6119333566	08/05/2025	249	VERIZON WIRELESS	POLICE CELL PHONE		162.68
383509	08/05/2025	011	VIEW NEWSPAPERS	PLANNING HEARING PUBLISH		60.00

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Invoice #	Invoice date	Vendor #	Vendor Name	Invoice Descriptio	Check #	Amount
4454	07/29/2025	000	WILKINSON SOLUTIONS	CHLORIDE APPLICATION THOMEAS		362.00
					Total:	537,985.55

RICHFIELD TOWNSHIP

Job Description

Position or title: Zoning Administrator

General Summary

Works under the general direction of the Township Supervisor, makes field inspections within the Township to determine that homes, commercial and other structures meet zoning ordinances designed to protect the health and safety of the public. Makes inspections on zoning ordinance violations, attends all Board and Commission meetings as needed. As the Zoning Administrator, is responsible for the administration and enforcement of the Township Zoning Ordinance and meets with the public on issues of zoning.

Typical Duties

1. Visits construction sites and checks site plans and specifications for on-site conformity with the Richfield Township zoning ordinance/codes.
2. Issues violation notices when any Richfield Township ordinances are not complied with and may appear in court as needed to testify.
3. Handles complaints and inquiries as pertinent to the zoning ordinance from walk-in visitors or by phone.
4. Upon completion of the building, alterations, or repairs, makes final inspections to determine that the site plan and building is in conformity with plans and codes as it pertains to the zoning ordinance.
5. Makes a record of all inspections and work done on a regular basis.
6. Works with township building inspector and related county and state agencies such as the health department, drain office, road commission, MDOT, fire marshal and state construction code officials.
7. Prepares a variety of reports as needed or requested such as an ordinance review, findings and recommendation reports for Planning Commission and Zoning Board of Appeals meetings
8. Investigates ordinance violations and complaints, and makes reports to the Supervisor on such matters.

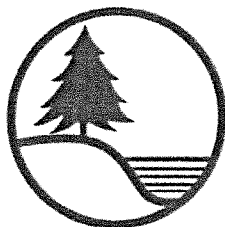
9. Is the contact person for new development.
10. Answers questions regarding the interpretation and application of the provisions of the Township Zoning Ordinance.
11. Attends meetings of the Township Board of Trustees, Planning Commission, Zoning Board of Appeals and other boards and commissions upon request or as needed.
12. Works with FEMA to ensure the Township remains in compliance with the FEMA NFIP (Nation Flood Insurance Program) and CRS (Community Rating System).
13. Complaint based ordinance enforcement for the entire Township and tracking of enforcement cases/action.

The above statements are illustrative and are not meant to be an exhaustive list of all job duties performed.

Minimum Employment Qualifications

Education: High School graduate or equivalent.

License/Certification: Must possess zoning administrator certification from MSU Extension or obtain such certification within 24 months from date of hire.



Richfield Township

5381N. State Road Davison, MI 48423-8595
 Phone:(810)653-3564 • Fax:(810)653-6295
www.richfieldtp.org

Joseph M. Madore
 Supervisor

Cheryl Campbell-Hoberg
 Clerk

Brian Arnes
 Treasurer

Don Harris
 Trustee

John Minto
 Trustee

Memorandum

To: Board members

Date: August 5, 2025

RE: Personnel committee wage recommendation for the part-time zoning administrator & building inspector.

Background: At the July 14, 2025 Board meeting we discussed the wages for the “Part-time employment agreement” between Richfield Township and Travis Covert dated 4-19-2021. The Richfield Township Board meeting minutes from April 2021 documented the increase in wages from \$23,595.00 to \$32,000.00 approved by all members of the Board at that time. Since then, there has been no increase and Travis Covert has requested an increase to \$40,000.00.

Analysis: Wage and hour information from Davison City, Davison Township, Genesee Township and Forest Township have been collected to provide some guide to what other community pay and how they pay for these types of services. In our packet is also a wage history for this position which shows what an annual 2.5% cost-of-living increase would come to in 2025.

Recommendation: Approve a wage of \$35,322.01 which is based on an annual cost-of-living rate of 2.5% since the last increase in 2021. This is to be broken down as:

\$20,000.00 (56%) for zoning administrator and \$15,322.01 (44%) for building inspector and shall be payable at the first full pay period in which the insurance requirements in Article VII – INSURANCE, of the current part-time employment agreement are verified to be in place.

Joseph M. Madore
 Richfield Township Supervisor

10 A.2

Independent contractor/ Part Time employee agreement info
zoning administrator & building inspector wage history

Year	P.T. Employee** contractor*	wages	Increase amount	Increase %
2009	Pyles*	\$ 23,595.00		
2014	Pyles**	\$ 23,595.00		
11/1/2020	Covert**	\$ 23,595.00		
4/19/2021	Covert**	\$ 32,000.00	\$ 8,405.00	35.60%
2022	Covert**	\$ 32,800.00		1.025
2023	Covert**	\$ 33,620.00		1.025
2024	Covert**	\$ 34,460.50		1.025
2025	Covert**	\$ 35,322.01		1.025
2026		\$ 36,205.06		1.025

10 A.2

Salary and duties comparisons for

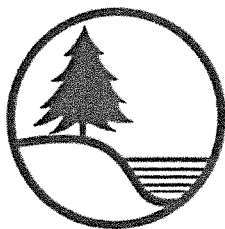
52

Building official/Building inspector	Hourly / fixed salary	average hours/week	annual salary
Genesee Township	\$ 41.00	25	\$ 53,300.00
Davison Township	Salary	40	\$ 92,000.00
Davison City	contract employee	P.T.	\$ 18,000.00
Forest Township*	P.T. employee	P.T.	\$ 5,114.52

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Zoning Administrator / code enforcement	Hourly / fixed salary	average hours/week	annual salary
Genesee Township	\$ 25.00	30	\$ 39,000.00
Davison Township	\$ 38.08	40	\$ 79,206.40
Davison City	Contract employee	P.T.	\$ 15,000.00
Forest Township*	P.T. employee	P.T.	\$ 10,136.28

*Forest Township is only community with one person doing both jobs



Richfield Township

5381N. State Road Davison, MI 48423-8595

Phone:(810)653-3564 • Fax:(810)653-6295

www.richfieldtwp.org

Joseph M. Madore
Supervisor

Cheryl Campbell-Hoberg
Clerk

Brian Arnes
Treasurer

Don Harris
Trustee

John Minto
Trustee

Memorandum

To: Board members

Date: August 5, 2025

RE: Front office staffing / Deputy treasurer change

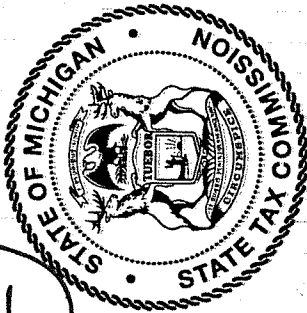
Background: As we discussed earlier this year, Kim Dowrie has been our Deputy Treasurer (DT) since before being hired full time here in 2023. Prior to hiring Kim FT, we paid her an hourly wage for DT. We have not compensated her for DT work since hiring her FT. When we approved an annual DT wage of \$2,000 beginning for July 1, 2025, I met with the AFSCME representative from Saginaw and explained why we were wanting to compensate her for this work. He initially thought the union would be ok with the decision because as I explained to him, the DT is not a bargaining unit position and the union has no say in that role. Only the Treasurer has any say in who their DT is. The Township Board only weighs in on compensation.

Analysis: As things progressed, some at the union both in Saginaw and in our own office had problems with a member of the bargaining unit doing non-bargaining unit work while being paid under a bargaining unit job classification. The biggest issue was her role in signing checks and how if any problems arose related to her signing checks, the union could not represent her as that work is definitely outside of the bargaining unit oversight. I met again with the AFSCME Saginaw rep as well as the our AFSCME Chair and alternate on July 11th. Part of that meeting was a review of what job duties both Kim and Melissa were performing. Kim is classified as "clerical" with certain duties outlined in that job description and Melissa is classified as "Assessing assistant / Office manager (AA/OM)" with certain duties outlined in that job description. Both Kim and Melissa were sent to training and have obtained their MCAT (Michigan Certified Assessing Technician) certification and both work in some capacity as an assessing assistant to our assessor.

Kim's current clerical wage is \$20.62/hr. The wage of AA/OM at her seniority is \$22.04. A difference of \$1.42/hr.

Recommendation: Allow for a promotion of Kim Dowrie from the clerical classification to the assessing assistant / office manager position by posting for an internal opening in the AA/OM position.

Joseph M. Madore
Richfield Township Supervisor



11.A

STATE OF MICHIGAN
STATE TAX COMMISSION

This is to certify that

Kimberly S Dowrie

is a

Michigan Certified Assessing Technician (1)

Issued under the provisions of Act 206, Public Acts of 1893,
Being Section 211.10d of the Michigan Compiled Laws.

T-2884
CERTIFICATE NO

12/31/2025
EXPIRATION DATE

A handwritten signature in cursive script, reading "Peggy A. Noller".

State Tax Commission Chairperson

**DAVISON RICHFIELD FIRE DEPARTMENT
FIRE REPORTS**

MONTH: JULY 2025 **AREA:** CITY OF DAVISON

<u>RUN #</u>	<u>DATE</u>	<u>LOCATION</u>	<u>TYPE</u>
25-237	7/3/2025	18 JEFFERSON AVE	MEDICAL
25-243	7/5/2025	425 AVON CT	UTL-GRASS FIRE
25-247	7/8/2025	432 E. CLARK ST	FALSE ALARM
25-251	7/9/2025	E. FLINT / N. STATE STS	WASHDOWN
25-273	7/28/2025	698 BALSAM DR	MISC. FIRE OUT (RC AIRPLANE)

MUTUAL AID

FIRE CALLS **5**
MUTUAL AID **0**
REPORT ONLY **0**

TOTAL 5

<u>MONTH</u>	<u>RUNS</u>	<u>M.A</u>	<u>REPORT</u>
JULY	5	0	0
AUG	0	0	0
SEPT	0	0	0
OCT	0	0	0
NOV	0	0	0
DEC	0	0	0
JAN	0	0	0
FEB	0	0	0
MAR	0	0	0
APR	0	0	0
MAY	0	0	0
JUN	0	0	0
TLS	5	0	0

RICHFIELD TOWNSHIP POLICE DEPARTMENT

2025

	January	February	March	April	May	June	July	August	September	October	November	December	Year Total
Calls For Service	357	255	292	351	347	360	287	0	0	0	0	0	2249
Complaints	82	68	73	77	66	72	77	0	0	0	0	0	515
Property Damage Accidents	21	11	9	15	9	16	8	0	0	0	0	0	89
Personal Injury Accidents	4	2	2	1	2	2	2	0	0	0	0	0	15
Fatal Accidents	0	0	0	0	1	1	0	0	0	0	0	0	2
Traffic Enforcement	115	113	148	122	120	147	172	0	0	0	0	0	937
Business Checks	1222	1057	575	1181	865	847	602	0	0	0	0	0	6349
Vacation Checks	209	164	66	57	51	32	42	0	0	0	0	0	621
Armed & Unarmed Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0
Assault	4	7	4	4	4	5	9	0	0	0	0	0	37
Breaking & Entering	0	2	1	3	3	1	1	0	0	0	0	0	11
Carry Concealed Weapon	0	0	0	0	0	1	0	0	0	0	0	0	1
Criminal Sexual Conduct	1	0	1	1	1	0	0	0	0	0	0	0	4
Dead On Arrival	1	3	0	0	2	0	0	0	0	0	0	0	6
Domestic	4	7	4	6	8	3	8	0	0	0	0	0	40
Forgery	0	0	0	0	0	0	0	0	0	0	0	0	0
Fraud	1	1	6	4	1	0	3	0	0	0	0	0	16
Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0
Kidnapping	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	2	2	2	1	1	2	3	0	0	0	0	0	13
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0
Malicious Destruction of Property	1	0	0	1	0	1	0	0	0	0	0	0	3
Missing Person	0	0	0	0	0	0	0	0	0	0	0	0	0
Operating While Intoxicated	0	1	1	1	5	4	2	0	0	0	0	0	14
Runaway	0	1	1	0	0	1	2	0	0	0	0	0	5
Suicide (Includes Attempt)	0	0	0	0	1	0	1	0	0	0	0	0	2
Stolen Vehicle	1	1	1	1	0	1	1	0	0	0	0	0	6
Violation Controlled Substance	0	0	1	0	2	2	1	0	0	0	0	0	6
Vehicular Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0

The above listed information is the police activity to date.

Respectfully Submitted,

Melissa Galloway
 Chief Melissa Galloway

Richfield Twp. Permits Issued List

08/04/2025

Issued	Permit	Address	Owner	Contractor	Type	Value	Fees	Final
07/14/2025	PB250134	6131 N IRISH RD 16-18-576-069	ABEARE, PATRICK		House		\$1,055.00	
07/01/2025	PB250155	3465 PINEWOOD CT 16-33-627-059	KINSEY, SUSAN OWEN		Demolition		\$62.40	07/14/2025
07/01/2025	PB250156	3465 PINEWOOD CT 16-33-627-059	KINSEY, SUSAN OWEN		Deck		\$70.00	
07/15/2025	PB250162	3370 BALTOUR DR 16-33-503-011	LYON, JASON		Pool		\$123.00	
07/15/2025	PB250163	11192 E STANLEY RD 16-14-100-018	MONDRO, MASON		Pole Barn	\$18,000	\$183.00	
07/17/2025	PB250165	9940 WINDEMERE CT 16-33-627-004	WELCH, JOANN LIFE		Window		\$72.00	
07/21/2025	PB250170	8055 E CARPENTER RD 16-20-300-021	KARPOVICH, RODNEY		Deck		\$78.00	07/28/2025
07/22/2025	PB250171	12476 E CARPENTER RD 16-25-200-006	PANCHULA, PHILIP C &		Carport		\$163.00	
07/02/2025	PB250157	9350 HILLSIDE CT 16-33-627-026	MERRILL, RICHARD	ANDREW SPRAGUE	Deck	\$7,000	\$55.00	07/02/2025
07/10/2025	PB250160	7524 E MT MORRIS RD 16-07-200-009	RICHFIELD CHURCH C	BROWN HOME IMPRO	ROOFING	\$120,000	\$85.80	
07/17/2025	PB250168	3199 N IRISH RD 16-31-400-008	QUICK, ROBERT G & JI	C & L WARD BROS. CO.	Window	\$22,992	\$78.00	
07/07/2025	PB250158	4438 N OAK RD 16-26-100-023	BROCK WAGNER ENTI	D & W WINDOWS & SU	ROOFING	\$19,500	\$78.00	07/10/2025
07/21/2025	PB250169	7053 ARCADIA DR 16-06-553-036	RAYSIN, JEANETTE & C	FOUNDATION SYSTEM	WATERPROOF BASEM		\$93.00	
07/24/2025	PB250172	3177 N OAK RD 16-34-576-048	CAMPBELL, ALLISON &	FOUNDATION SYSTEM	WATERPROOF BASEM		\$95.50	
07/17/2025	PB250166	4076 N GALE RD 16-28-300-019	NASH, PHILIP J	GUNS N' HOSES LLC	ROOFING	\$26,950	\$78.00	07/22/2025
07/28/2025	PB250173	184 MONROE DR 16-27-776-184	GOODING, JEFFREY &	GUNS N' HOSES LLC	ROOFING	\$8,525	\$78.00	
07/28/2025	PB250174	7083 E RICHFIELD RD 16-31-501-008	DOWDALL, BRENDA J	GUNS N' HOSES LLC	ROOFING	\$18,700	\$78.00	

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Richfield Twp. Permits Issued List

08/04/2025

Issued	Permit	Address	Owner	Contractor	Type	Value	Fees	Final
07/07/2025	PB250159	7160 E RICHFIELD RD 16-31-100-018	FAULKNER, JENNIFER	LOCKHART ROOFING	ROOFING	\$19,635	\$78.00	
07/21/2025	PB250164	6121 N IRISH RD 16-18-576-070	IRWIN, LARRY & SHAR	MICHIGAN CONSTRUC	Porch		\$138.00	
07/10/2025	PB250161	10320 CLARK RD 16-22-400-046	MONROE, DANIEL L R	ON TOP ROOFING	ROOFING	\$31,725	\$78.00	
07/17/2025	PB250167	12214 E FRANCES RD 16-01-100-006	OBRRIANT, LEON P & V	RENEWAL BY ANDERS	Window	\$26,468	\$72.00	

Total Permits: 21
 Total Value: 319,495
 Total Fees: 2,891.70

PERMITS CHARGE TYPE - BUILDING PERMITS CHARGE 7/23/2025 11:50:50 AM
 7/1/2025 12:00:00 AM ANITA 7/23/2025 11:50:50 AM

Code enforcement activity report - July 2025

Location/address	Description	Date open	Date revisited	Date closed	Comments / action taken
12113 E. Carpenter Rd	marijuana smell & traffic in/ out	3/31/2025			Sent notice of cease/desist of comm. Business @ res. Prop
			4/10/2025		No response from prop. Owner
			4/10/2025		Sent to Attorney
			6/12/2025		Court date moved to 8/21/25
8260 N. Irish Rd	Blight all over yard	4/2/2025			sent notice w/ Ordinance copy
			4/21/2025		very little change/ recheck
			5/29/2025		sent citaion w/ fine
7033 E. Mt. Morris Rd	Blight & Tall Grass	5/13/2025	5/20/2025		Send Notice of Correction
			6/9/2025		No Change/ Sent citation/ fine
			6/23/2025		No Change/ fine not paid
			6/24/2025	6/24/2025	Sent to Attorney
9297 E. Mt. Morris Rd	Tall Grass	5/29/2025			Send Grass Letter
			6/11/2025		Send 2nd letter to cut all grass
			6/23/2025		Renter submitted letter
					for pollinator garden.
				7/1/2025	issue resolved, CLOSED
4254 N. Vassar Rd	Extreme Blight	6/4/2025			Sent notice of correction
			7/10/2025		Res called, taking to auction
5465 N. State Rd	Blight around letter	6/10/2025			Tall grass/ blight: sent notice
			6/26/2025		No change, send infraction
					ticket w/ fine
			7/14/2025		no change/ ticket not paid

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6068 N. Gale Rd	Tall Grass	6/23/2025			7/7/2025	Send Grass letter CLOSED
4120 N. State Rd	Tall Grass/ Wood Pile	6/23/2025			7/10/2025	Send grass letter MOWED, CLOSED
7335 Lanewood Dr	Tall Grass	6/23/2025			7/8/2025	Send Grass Letter Mowed/ Closed
5061 N. Henderson rd	inground pool	6/25/2025	7/7/2025			Sent correction notice w/ copy of IPMC section for pools Spoke with res, gave to 7/31
6067 Thomas St	Property Maint.	6/26/2025				excessive racoons/ cats Sent correction notice violation's IPMC codes Owner in contact w/ GCMPc for assistance
10143 E. Stanley Rd	Misc.	6/26/2025	7/14/2025			Person living in Van. Drove by unable to visually verify Sent letter. res called, van is sons hangout CLOSED
V/L in Forest Creek	Tall Grass	6/30/2025			7/14/2025	Letter sent to H.O.A Pres. MOWED CLOSED
4091 N. State RD	Tall Grass	6/30/2025			7/10/2025	Send letter not mowed/ sent to Atlas
8215 E. Potter Rd	Tall Grass	7/1/2025			7/14/2025	Sent letter w/ ordinance Not Mowed/ sent Atlas

7434 N. Irish Rd	Horse manure/ to many horses	7/7/2025			Sent letter w/ Ordinance
			7/17/2025		applied to request SLU
V/L N. Oak Rd	Shipping Container	7/8/2025			Sent notice W/ Ordinance
3494 N. State Rd	Camper Parked w/o prop owner perm.	7/10/2025		7/10/2025	Talked to camper owner to remove camper.
				7/17/2025	Camper removed/ CLOSED
8452 E. Frances RD	Blight around yard	7/17/2025			Send Correction Notice
V/L Vassar Rd	Tall Grass	7/17/2025			Send grass letter
4444 N. Irish Rd	Rooster Complaint	7/17/2025			Mail letter w/ Ord.
				7/21/2025	res called, no animals
				7/21/2025	caller gave wrong address complaint closed.
8139 E. Coldwater Rd	Privacy fence code	7/21/2025			Sent correction notice w/ copy of Ordinance
3288 N. Irish Rd	living in campers	7/22/2025			Sent notice of corr.
8021 N. State Rd	bilght Tires	7/22/2025		7/29/2025	CLOSED
					Send notice of corr.
3385 N. Henderson Rd	Shipping container	7/24/2025			Send notice of corr. w/ ord.
4233 N. State Rd	Pool not maintained	7/29/2025			Send notice of corr.
4120 N. State	weeds around house	7/29/2025			Send notice to cut

