

LOCKPORT TOWNSHIP REGULAR MEETING
October 9, 2017

Purpose of the meeting: Regular monthly meeting of the Lockport Township Board.

Members Present: Mark Major, Melissa Major, Mike Friesner, Beccy Friesner, Tammy Babcock, Theresa Gherna-Ankney, Paul Bungart, Doug Kuhlman, Dale Hutson, Rhonda Wright

Members Absent: None

Call to order: The October 9, 2017 meeting was called to order by Supervisor Mark Major at 7:01 p.m.

Mark Major lead the Pledge of Allegiance

Approval of Agenda: Mark made a change to new business to include information regarding Styrofoam recycling. Mike made a motion to accept the agenda as amended. Tammy seconded the motion. MOTION CARRIED 5-0.

Approval of Minutes: Tammy made a motion to accept the meeting minutes of September 11, 2017 as presented. Mike seconded the motion. MOTION CARRIED 5-0.

Public Comments: There were no public comments.

Seber Tans: Scott MacCallum with Seber Tans gave an overview of the audit for the year ending June 30, 2016.

- A. Primary areas of focus were cash, payables, receivables, capital assets, bond payable, expenses, classification of fund balance, and revenue recognition. He gave the following overview.
 - 1. The general fund balance is similar to the previous year's audit.
 - 2. Expenses were slightly higher in 2016 compared to 2015.
 - 3. There was not much change in revenue for the water fund, but expenses were up slightly.
 - 4. The total net position is similar to previous years.
 - 5. He found no difficulties and disagreements working with the board to perform the audit.
 - 6. It was noted in the report that segregation of duties should be more, however with a small board this a common problem. Small government boards mean less segregation.
 - 7. He recommends all asset and liability accounts be reviewed, analyzed and reconciled on a timely basis.

Planning Committee Appointments:

- A. Mark suggested the board approve moving Charles Ross from recording Secretary to a planning committee board member. Mike made a motion to appoint Charles Ross to a planning board member. Tammy seconded the motion. Roll call vote: Paul-Yes, Theresa-Yes, Mark-Yes, Tammy-Yes, Mike-Yes. MOTION CARRIED 5-0.
- B. Mark suggested the board approve appointing Barb Hines as recording secretary for the planning committee board. Tammy made a motion to appoint Barb Hines as recording

secretary. Mike seconded the motion. Roll call vote: Mike-Yes, Tammy-Yes, Mark-Yes, Theresa-Yes, Paul-Yes. MOTION CARRIED 5-0.

Planning Committee By-Laws: Updated planning commission by-laws were presented to the board. Paul made a motion to accept the planning committee recommendation to approve the by-laws of 10/5/2017. Tammy seconded the motion. Roll call vote: Tammy-Yes, Theresa-Yes, Mike-Yes, Paul-Yes, Mark-Yes. MOTION CARRIED 5-0.

Enforcement Officer Report:

- A. Doug presented the zoning administration permit log showing 35 permits have been issued year to date.
- B. The planning commission met and approved two rezoning requests. These have been submitted to the county.
- C. Doug presented a resolution to the board for approval. The resolution approves the application to the Michigan Township's Association Legal Defense Fund and asks the same to provide assistance by way of an Amicus Brief in support of the township's position in the pending case before the Michigan Supreme Court. Tammy made a motion to accept the resolution as presented. Mike seconded the motion. Roll call vote: Mike-Yes, Theresa-Yes, Mark-Yes, Paul-Yes, Tammy-Yes. MOTION CARRIED 5-0. (Resolution 03-2017)
- D. Demolition bids were received for the two properties located on Ash Rd and one on South River Rd. Roberts Brothers Excavating bid \$23,167.40 and Rusk Excavating bid \$18,120.00. Tammy made a motion to accept the demolition bid by Rusk Excavating. Mike seconded the motion. Roll call vote: Theresa-Yes, Paul-Yes, Tammy-Yes, Mike-Yes, Mark-Yes. MOTION CARRIED 5-0.
- E. Doug informed the board that Scott Garrett is interested in moving the garage from one of the properties being demolished on Ash Rd. He owns the property next door and would like to move the garage to that property. After discussion, it was decided Doug will contact Rusk Excavating to make sure they will not use a clause in the bid for first right of removal. If there is not a conflict Doug will contact the township attorney to make sure this would be within compliance of the court order.

Assessors Report: Dale reported normal business is being conducted at this time and he has nothing further to report.

Treasurers Report and Bills:

- A. Mike reported the following monthly cash statement.
Checking balance \$1,623.96 with \$56,299.89 transferred from SMB account and checks drawn in the amount of \$56,299.89. Outstanding checks in the amount of \$1,441.30. Balance of accounts to date are checking account \$1,623.96; SMB savings account \$211,110.46 (\$92,000 for fire truck fund); Flagstar savings account \$248,398.72; Horizon Bank CD \$177,901.77; Kellogg Community Credit Union CD \$75,769.66 and Three Rivers Banking Center CD \$111,619.85; Southern Michigan Escrow account \$12,263.00 for a total of \$838,687.42.
Tammy made a motion to accept the treasurers report as presented, file the report and pay the bills. Paul seconded the motion. MOTION CARRIED 5-0.

P.A. 116: Tammy reported she has received approval from the county commission in regards to the P.A. 116 submitted last month. Mike made a motion to send the approval to the State of Michigan. Theresa seconded the motion. MOTION CARRIED 5-0.

Committee Reports:

- A. **Community Development**-Theresa attended the meeting and reported the City of Three Rivers is working with Community Mental Health and the County Transportation Authority on a possible program to provide mental health patients with rides to the nearest facility for evaluation. The City of Three Rivers proposed that the city grant writer be utilized by the townships and hospitals. Twin County Probation Center allows some parolees early release and the City of Three Rivers is concerned that most parolees are residing within the city limits and not other areas of the county.
- B. **Intergovernmental Relations**-Paul attended the meeting. The Chamber gave an update on upcoming programs of the Chamber breakfast presenting the CTE program (10-11-17), a Legislative update (11-6-17), the Commission on Aging will be meeting with the County Road Commission (11-8-17). The county reported that the City of Three Rivers will be using the new election equipment in November. The Village of Centreville reported that Patty Bender has resigned. Constantine Village may approve a medical marijuana ordinance.
- C. **ZBA**-Tammy reported the ZBA met on 10-2-2017 and approved 2 land division variances. The ZBA felt approval of the land divisions brings the properties closer to compliance with current zoning requirements.
- D. **Elections**-Tammy will be working the November election at the City of Three Rivers to help learn more about using the new election equipment. The township may need to purchase a new laptop computer and install WIFI at the hall to use in reporting election results. Tammy will further pursue information regarding using a hot spot connection instead of WIFI.
- E. **Nottawa Library**-There was no September meeting. Mike reported there are 28,988 items in the collection, the computer usage was 325, monthly circulation 5,817, Audiobooks—Children 162, OverDrive 148, Interlibrary loan 335, there are 2,203 total patrons and 2,804 people used the library. Lockport patrons checked out 697 items in September.
- F. **Planning**-Paul reported the planning board held a meeting on October 5, 2017. The planning board recommended presenting to the township board their by-laws, appointing Charles Ross to the board and moving a property line.
- G. **SCMCCI**-No meeting this month.
- H. **Three Rivers Library**-Joe Nowicki reported there was no monthly meeting with the next meeting scheduled for 10/11/2017. The Librarian has resigned effective the end of October. The children's Librarian resigned last month.
- I. **Water Department**-Mark attended the 10/3/2017 meeting and reported the system is running smoothly.
- J. **Website**-Melissa has updated the website to include the senior resources link. She will be adding the planning committee changes.

Old Business: The AED machine has arrived and has been installed with training to be conducted on 10/11/2017 at 6:00 p.m. Chief Holcomb has agreed to provide this training.

New Business: Tammy provided information that Waste Management will now offer Styrofoam recycling for 2018 on January 6, March 17, June 16, and September 15 from 7:30-11:30 a.m.

Adjournment: Tammy made a motion to adjourn the meeting at 8:21 p.m. Mike seconded the motion. MOTION CARRIED 5-0.

The next regular scheduled meeting is 11/13/2017 at the Township hall.

Respectfully Submitted,

/s/

**Rhonda Wright
Deputy Clerk**

Minutes Approved: _____