

LOCKPORT TOWNSHIP REGULAR MEETING
September 9, 2019

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

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

Members Absent: Melissa Major

Call to order: The September 9, 2019 meeting was called to order by Supervisor Mark Major at 7:00 p.m.

Mark lead the Pledge of Allegiance.

Approval of Agenda: Mike made a motion to accept the agenda as presented. Theresa seconded the motion. MOTION CARRIED 5-0

Approval of Minutes: Tammy made a motion to accept the August 12, 2019 meeting minutes as presented. Mike seconded the motion. MOTION CARRIED 5-0.

Public Comments:

- A. Ryan Deubner, 17141 Taft Dr, drives by the property at 17324 Birchleaf every day and would like to know when there will be an end to the permit process. He wanted to know when were the original permits issued (2015) and who he should talk with about the permit process. The current permit expires 11/2019, however a new inspection would cause the permit to be reissued for another six months. According to SCMCCI their office is following rules established by the State of Michigan.
- B. Del Eastes, 56824 Bow Dr, addressed the board about Comanche Trail and Apache Trail being in terrible condition. Potholes that have been patched are again large holes. Mike and Mark are going to inspect the Tamarac subdivision roads again. Recently he obtained building permits for a 14 X 20 prefabricated shed and a 16 X 16 addition to his home. The permit for the addition was \$510 and he wanted to know if the Township Board sets the permit fees and the requirements for permits. Anything over 200 square feet does require a building permit. He was advised to contact SCMCCI directly regarding permit fees.
- C. Ben Karley, 56841 Feather Court, told the Board that Feather Court is also in need of road repairs.
- D. Donna Grubbs, 17351 Birchleaf, read a letter from Doug Mitchell regarding the property construction at 17324 Birchleaf. She then presented her findings from MDOT in regards to driveway placement and from the State of Michigan LARA rules regarding building permits. County Commissioner Dennis Allen feels the Township has done their due diligence and it is time to put pressure on the builder to complete the construction. Doug will contact SCMCCI regarding the LARA rule that permit extensions must be in writing with extenuating circumstances noted. Mark will contact the new acting City of Three Rivers Fire Chief to verify there are no problems with location of fire hydrants near large dirt piles.
- E. Kay Whetter, 17335 Birchleaf, lives across the street from the large dirt piles and wants to see something done about the construction time problem.
- F. Rod Beckwith, Birchleaf, states the construction of 17324 Birchleaf has taken way to long and wants the Township Board to do something to bring an end to the problem.
- G. Bill Armstrong, 17271 Mackinaw, stated local realtors also want the construction of 17324 Birchleaf completed because this property is affecting the values of other properties in the

area. Mark asked Dale how the property is being taxed at this time. Dale indicated it is taxed as a non-owner-occupied property and his office does determine each year how far the construction is completed and base the tax amount due on the percentage completed.

Enforcement Officer Report:

- A. Doug provided the Board with the 2019 Zoning Administration Permit Log. Year to date 29 permits have been requested with one forwarded to the Planning Commission and one incomplete application. 27 have been approved.

Assessors Report:

- A. Dale provided the Board with a copy of a deed that has a possible legal description and tax assessment error. This error could affect 15 other properties in the same area. GIS and Mostrom Surveying are working to correct the problem.
- B. Dale presented the Board with the quote from Pivot Point Software that was tabled from the August meeting. The software will help with efficiency while in the field performing property assessments. Mike made a motion to accept the proposal for purchase of Pivot Point Software in the amount of \$789.25, subject to renewal each year at that years pricing. Tammy seconded the motion. Roll call vote: Theresa-Yes, Mike-Yes, Dave-No, Mark-Yes, Tammy-Yes. MOTION CARRIED 4-1.
- C. The State Tax Commission will hold a meeting on October 14, 2019 regarding properties that were annexed in to the City of Three Rivers. The City would like the 2018 tax payment made payable to their treasury instead of the Township, although the City did not take control of the properties until 2019. Lockport's assessment charges were \$662.38, which the Township would lose if the State rules in favor of the City. Tammy, Mike and Mark would like Dale to attend the meeting and to contact the Township Attorney for legal opinion to what Dale should propose to the Commission.

Treasurers Report and Bills:

- A. Mike reported the following monthly cash statement.
Checking balance \$1,076.70 with \$119,200.44 transferred from SMB account and checks drawn in the amount of \$119,200.44. Outstanding checks are in the amount of \$870.09. Balance of accounts to date are checking account \$1,076.70; SMB savings account \$339,883.56 (\$92,000 for fire truck fund; \$55,581 SOM revenue sharing); Flagstar savings account \$254,623.76; Horizon Bank CD \$183,878.78; Kellogg Community Credit Union CD \$77,107.78; Three Rivers Banking Center CD \$113,490.12, Southern Michigan Bank CD \$50,109.59 and SMB escrow account \$1.34 for a total of \$1,020,171.63. The check for to the St. Joseph County Road Commission for road repairs was issued. Tammy made a motion to accept the treasurers report as presented, file the report and pay the bills. Theresa seconded the motion. MOTION CARRIED 5-0.

Private Road Assessments:

- A. Currently Mark keeps track of the assessment funds for private roads within the Township with Tammy issuing the checks and Mike making sure the assessments are on the property tax bills each year. Mark recommended Tammy give Mike copies of the bills and Mike take over keeping track of the assessment funds. After reviewing each private road assessment, Mark made the following motions.
 - 1. Mark made a motion to double the private road assessment for Riverview Drive. Tammy seconded the motion. Roll call vote: Dave-Yes, Theresa-Yes, Mike-Yes, Tammy-Yes, Mark-Yes. MOTION CARRIED 5-0.

2. Mark made a motion to double the private road assessment for Lambert Road (aka Hamilton or Steiner Roads). Mike seconded the motion. Roll call vote: Theresa-Yes, Tammy-Yes, Mark-Yes, Dave-Yes, Mike-Yes. MOTION CARRIED 5-0
3. Mark made a motion to double the private road assessment for Patterson Lane. Mike seconded the motion. Roll call vote: Tammy-Yes, Mike-Yes, Mark-Yes, Theresa-Yes, Dave-Yes. MOTION CARRIED 5-0.

Committee Reports:

- A. Community Development-Theresa and Mark attended the meeting. The annual Labor Day Bridge walk was held. The library is working on fundraising ideas. Jeff Nicholson, owner of Plaza Corp, has looked at the former hospital property and recommends the hospital not be destroyed. The City may renovate the airport building. Western Michigan University uses the runway for touch and go practice and a Doctor uses the building for pilot physicals.
- B. Intergovernmental Relations-Tammy reported the Three Rivers Chamber fall color tour will be October 13th. Three Rivers Health has small renovations being done. The County gave an update on the purchase of E-911 radios and pagers. The Village of Centreville did not pass an ORV ordinance and will be hosting a historical tour on November 2nd. Park Township reported road improvements to North Fisher Lake Road have been completed. Ed English is now Park Township Supervisor. Fabius Township is renovating their township hall. The City of Three Rivers reported the library has a new Interim Executive Director, the bridge at Memorial Park is being replaced, they have put out a bid for their master plan, the sports complex is being paved, and the building on Portage Ave met State match grant funding for one half but not sure if they will make repairs at this time. Park Township, Fabius Township and the City of Three Rivers have passed a fireworks ordinance.
- C. ZBA-No report this month.
- D. Elections-Tammy reported at the recent Clerk's meeting they discussed new voting requirements. Tammy, Mike and Mark are the members for the Township election commission. Currently we have two precincts but based on voter registration numbers, we could go to just one precinct. A decision will need to be made by January 7, 2020 if the Township would like to become only one precinct. This has been tabled until the next board meeting. The entire county will be audited after the November election this year.
- E. Nottawa Library-Mike reported during the month of August total patrons were 2,445, monthly circulation 6,149, Interlibrary loan 390, OverDrive 335, Hoopla 69, and people count 3,542. Lockport patrons were 572.
- F. Centreville Fire Department-Mark reported there were seven calls for the month of August, three of which were in Lockport Township. Truck and pumper maintenance have been completed. The State of Michigan has changed requirements for firefighter continued education courses. This change will include more hours of training each year.
- G. Planning-No report this month. Next meeting October 4, 2019 at 7:00 p.m.
- H. SCMCCI-No report this month.
- I. Three Rivers Library-Char reported library staff have completed the 2nd webinar training by Michigan Municipal League. New construction updates including cost for new windows, power-operated doors and tree removal were presented. Self-checkout stations were all discussed, but was tabled until next months meeting. The fundraising committee requested \$500 to spend on handouts to promote small donations. This was approved. Statistics for the month of July were 1,247 Lockport residents are cardholders and 1,344 residents checked out materials. The library had a table set up in the kid's zone at the Harmony Fest to promote the library and accept donations. The meeting went into closed session to discuss an attorney-client opinion letter. After the closed session, Lynn Scholfield-Dahl tendered her resignation as Library Director due to personal reasons. The next board meeting will be September 24 at

6:00 p.m. A special meeting was held on August 29th for the purpose of appointing Bobbi Schoon as the new Interim Executive Director.

- J. Water Department-Mark reported the updated Asset Management Plan has been submitted to the DEQ. The Water Board discussed rate changes to water usage and the service charge. A certificate of deposit has matured and after contacting Kellogg Community Credit Union, the 19-month special rate has expired. Mike will roll the matured CD over to the 9-month special at 2.48%.
- K. Website-No report this month.

Old Business:

- A. Mark provided bids from Superior Receipt Book for a new sign at the Township hall. He will contact the Road Commission about possibly moving the sign near the corner for more visibility.

New Business:

- A. Tammy has received the insurance packet from Burnham and Flowers. Tammy made a motion to pay the bill in the amount of \$5,831 due October 1st. Dave seconded the motion. MOTION CARRIED 5-0.
- B. Doug said he has been in discussion with the Three Rivers Commercial News regarding their publication rates. He will provide follow up of these discussions at a future meeting.
- C. Mike informed the Board that Paul Bungart was in the hospital but is now home.

Adjournment: Tammy made a motion to adjourn the meeting at 9:36 p.m. Mike seconded the motion. MOTION CARRIED 5-0.

The next regular scheduled meeting is October 14, 2019 at the Township hall.

Respectfully Submitted,

/s/

Rhonda Wright
Deputy Clerk

Minutes Approved: 10-14-2019