

**LOCKPORT TOWNSHIP REGULAR MEETING**  
**February 10, 2020**

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

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

**Members Absent:** Melissa Major

**Call to order:** The February 10, 2020 meeting was called to order by Supervisor Mark Major at 7:02 p.m.

Mark lead the Pledge of Allegiance.

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

**Approval of Minutes:** Tammy made a motion to accept the January 13, 2020 meeting minutes as presented. Mike seconded the motion. MOTION CARRIED 5-0.

**Public Comments:**

- A. The following people addressed the Board.
  - 1. Burt Hovenkamp, Eagle Auto Wilbur Road
  - 2. Donna Grubbs, 17351 Birchleaf Court
  - 3. Bill Armstrong, 17271 Mackinaw
  - 4. Kathy Humphreys, 60667 Railroad St, Nottawa. Kathy informed the board and audience she is running for St. Joseph County Treasurer.

**Enforcement Officer Report:**

- A. Doug provided the Board with the 2020 Zoning Administration Permit Log.
- B. Doug provided ordinances for Parking and Loading Requirements, Mobile Food Trucks and Trailer Fire Safety Requirements and Adoption of Uniform Fire Code. After discussion, these ordinances were tabled until next month's meeting.
- C. Larry Piper with CMS in Three Rivers addressed the board regarding approval of a PA 425 located at 57322 North Main Street. CMS would like the PA 425 approved so they can access utility services offered by the City of Three Rivers. Previous PA 425 offers have been rejected by the City. After discussion, it was determined that any decision regarding the PA 425 was tabled until next month's meeting.
- D. An animal task force has been established with 22 members. They will be working on an ordinance in regards to animal kennels, puppy mills and animal breeding.

**Assessors Report:**

- A. Dale provided the Board with the State of Michigan equalization report and Lockport Township sales report for 2019. The Board of Review uses the sales report. The 2020 Consumers Price Index will be 1.9%.
- B. The Board of Review completed training today.

**Treasurers Report and Bills:**

- A. Mike reported the following monthly cash statement.

Checking balance \$1,105.71 with \$26,021.85 transferred from SMB account and checks drawn in the amount of \$26,021.85. Outstanding checks are in the amount of \$2,643.83. Balance of accounts to date are checking account \$1,105.71; SMB savings account \$294,893.97 (\$92,000 for fire truck fund); Flagstar savings account \$256,045.57; Horizon Bank CD \$185,400.95; Kellogg Community Credit Union CD \$78,266.51; Kellogg Community Credit Union savings account \$5.00, Three Rivers Banking Center CD \$114,994.01, Southern Michigan Bank CD \$50,636.80 and SMB escrow account \$1.34 for a total of \$981,349.86. 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.

#### Meeting Resolution:

- A. Tammy informed the Board that other townships have approved meeting resolutions that address payment for board members to attend extra meetings, etc. She has not found a resolution in the township records. She will contact the Township Attorney to see if one does exist; or if not, to have one prepared.

#### Charge Card:

- A. Tammy suggested the Township apply for a credit card to be used for items purchased in the course of township business (i.e. election expenses, postage, etc.). It was suggested because of the difficulty in the Township being approved for a credit card, the new clerk that will be elected in November apply for a personal card to be used only for Township business.

#### Chairs:

- A. Mark will look at purchasing more new chairs for the audience.

#### Committee Reports:

- A. Community Development-Theresa reported that Bobbi Schoon, interim Library Director, made a presentation and gave an update of construction on the new library. Jeff Bloomfield, fire chief, gave a report that a new ambulance and new automatic CPR machines have been purchased.
- B. Intergovernmental Relations-Tammy reported the IceBreaker Silent Auction was held February 8<sup>th</sup>, the State of the Area Address will be February 14<sup>th</sup>, the Chamber trip for 2021 will be to Vietnam, Leadership workshop will be March 11<sup>th</sup>, a MDOT update will be March 18<sup>th</sup>, and PTAC will be March 24<sup>th</sup>. Three Rivers Health reported they had their largest income year in 2019. The City of Three Rives is in discussion with Fabius on a PA 425 for which the County will be using as a PACE program. Revamping of the courthouse will begin in 2021. The Village of Centreville has adopted a recreation plan which allows applying for grants. Park Township reported they won a lawsuit that had been filed against them. They have finalized road repairs with the county road commission. Fabius will be completing road repairs in subdivisions instead of Coon Hollow Road. The City of Three Rivers reported they are still working on the Portage Ave property and once completed will try to sell. The library is conducting fundraising. Expected completion of the new library is for May or June. Edwin Allen will be constructing new homes on some lots that have had homes demolished. The next meeting will be March 3<sup>rd</sup>.
- C. ZBA-No meeting this month
- D. Elections-Tammy reported election worker training will be held February 11<sup>th</sup> and 18<sup>th</sup>. She has mailed over 200 absentee voter ballots. Candidate petitions are due by April 22<sup>nd</sup> but she would like returned by April 17<sup>th</sup> so she can verify signatures. The current payroll/accounting system needs to be updated as the current system is outdated. Mike made a motion to purchase Quickbooks payroll in the amount up to \$350. Dave seconded the motion. Roll call

vote: Theresa-Yes, Mark-Yes, Mike-Yes, Tammy-Yes, Dave-Yes. MOTION CARRIED 5-0. With the passage of proposal 18-3 in 2019, additional work is required of the Clerk. Other municipalities have approved pay increases or per diem pay for elections for their Clerks.

- E. Nottawa Library-Mike reported during the month of January total patrons were 2,513, monthly circulation 5,714, Interlibrary loan 618, OverDrive 286, Hoopla 86, and the people count was 2,400. Lockport had 325 checkouts. The next meeting will be March 23<sup>rd</sup>.
- F. Centreville Fire Department-Mark reported there were 7 calls for the month of January. He presented the 2020/2021 budget. No action on the budget will be taken at this time.
- G. Planning-Mike reported the planning commission met January 16<sup>th</sup>. Meeting dates for 2020 are April 16<sup>th</sup>, July 9<sup>th</sup>, October 1<sup>st</sup> and January 7, 2021. A possible tiny home community on Ash Road was discussed. Mike made a motion to remove Laurene Bolz, who has moved from the township, from the board and appoint Barbara Hines as replacement through the end of term and to appoint Char Zavala as recording secretary. Tammy seconded the motion. Roll call vote: Dave-Yes, Mike-Yes, Theresa-Yes, Mark-Yes, Tammy-Yes. MOTION CARRIED 5-0.
- H. Three Rivers Library-See attached report
- I. Water Department-Mark reported Miss Dig requests are down. The sanitary system survey was conducted January 23<sup>rd</sup> and that it went well.
- J. Website-No report this month.
- K. Building Committee-Dave reported he is waiting on an estimate for installation of the night deposit box. He will follow up with the contractor on status of estimate.
- L. Roads Committee-No report this month.

Old Business: No old business

New Business: No new business.

Adjournment: Mike made a motion to adjourn the meeting at 9:15 p.m. Theresa seconded the motion. MOTION CARRIED 5-0.

The next regular scheduled meeting is March 9, 2020 at the Township hall.

Respectfully Submitted,

/s/

Rhonda Wright  
Deputy Clerk

Minutes Approved: 3-9-202045201