

**Winterfield Township Board Meeting
November 13, 2018
Minutes**

Members Present: Mark Hammar, Supervisor; Bonnie Blackledge, Clerk; Linda Peterson, Treasurer; Shelly Laughlin and Fred Prielipp, Trustees

Members Absent: None

Others Present: Karen Lipovsky, County Commissioner; Lori Martin, County Clerk; and Mike Clark, Zoning Administrator

The meeting was called to order at 7:05 pm by Supervisor Hammar. The Pledge of Allegiance was recited by those present.

Review of Agenda: Motion by Laughlin, second by Prielipp, to accept the agenda as shown. Ayes-5, Nays-0. Motion carried.

Rollcall: All present

Review Minutes September 11, 2018: Motion by Peterson, second by Hammar, to approve the September 11 Meeting Minutes. Ayes-5, Nays-0. Motion carried.

Treasurer's Report: Peterson distributed copies of her report for November 13, 2018 and reviewed the current bank balances. **Laughlin moved to accept the report, seconded by Prielipp. Ayes-5, Nays-0. Motion carried.**

Public Comment:

County Commissioner's Report, Karen Lipovsky: Lipovsky distributed minutes of the last two County Commissioner meetings. She reviewed what is happening at the County including a grant for the Prosecutor's Department, special recognition of the Animal Control officer, and a contract with the Mid-Michigan College liaison officer. This will be Lipovsky's last meeting at Winterfield Township due to a new commissioner starting in January.

County Clerk, Lori Martin: Martin gave an update on the recent election. She said there were some retabulation issues that required them to work late. She talked about the Circuit Court collections program for fines and restitution and how they are working to hold people accountable.

Zoning Officer's Report, Mike Clark: Clark is concerned about a trailer that is being removed from a property in order to be replaced by another one. His concern is that the replacement trailer may not be up to code and he's questioning the procedure to ensure that it is. The minimum size of a mobile home is 14 feet by 70 feet, but he's more concerned with electrical requirements. Hammar said that the County electrical inspector should be involved as well as Great Lakes Energy or Consumers since they would have to turn the electricity on. He will speak to the County electrical inspector to find out what requirements they have and facilitate discussion between the County and the Township on permit issues.

Clark and the Board also discussed the issue of Airbnbs, and how some homeowners are converting their homes to rental units. Hammar suggested that the Planning Commission look into this topic when they review the Master Plan and Zoning Ordinance.

Treasurer's Report, Linda Peterson: Tax bills are being printed. The majority of summer taxes have been collected.

Planning Board Report, Shelly Laughlin: On October 9, 2018, the Planning Commission completed the review of the Winterfield Township Master Plan and have no immediate findings. The Master Plan needs to be updated by 2022. They recently adopted policies and procedures modeled after the Board. It's important to stay on top of things as little things can often become big issues. Laughlin is interested in the Citizen Planner program through MSU Extension.

Clerk's Report, Bonnie Blackledge: Blackledge distributed copies of Resolution 2018-6, regarding the FOIA policy so the Board is aware of the final rendition. She also passed around some correspondence she received regarding educational opportunities.

Trustees' Report, Shelly Laughlin and Fred Prielipp: No comments

Supervisor's Report, Mark Hammar:

Old Business:

1) Credit Card Policy: This item was tabled from the September 11th meeting. Blackledge modified the proposed policy based on comments received. She read the changes that were made (underlined portions of the policy). Comments were made approving these changes.

Laughlin moved to approve Resolution 2018-7, to adopt a credit card policy, second by Peterson. Ayes-5, Nays-0. Motion carried.

2) Snowplowing Services: The Board discussed who to hire for snow removal at the Township Hall, Internet Tower, and Transfer Station. Clark was asked if he was interested, but he declined. Hammar intends to check with Carl Traynor. Prielipp said he or his son Derek could work as "back up" if needed.

New Business:

3) Audit for 2016-17 & 2017-18 Fiscal Years: Hammar brought up several areas in the budget report where he had questions. Peterson was able to answer these. He also noted that there was a comment on overspent expenditures. The new budget report format should help alleviate these problems in the future.

4) Regulations on House Trailers for Permanent Residences This was discussed during the Zoning Administrator's report.

5) Exit Lights: Heckman (electrician) is planning to install the lights on November 23rd at 8:15 am.

6) Resolution for Road Support: Deepak Gupta, Engineer/Manager of the Clare County Road Commission has asked for township support for this resolution in opposition to Senate Bill 396 because of the negative impact it will have on the road systems.

Blackledge moved to approve Resolution 2018-8 on Senate Bill 396, seconded by Hammar. Ayes: 5, Nays: 0. Motion carried.

Blackledge will send copies of this resolution to Jason Wentworth, Judy Emmons and Gupta.

7) Road Work for 2019: Hammar distributed a plan for roadwork from 2017 through 2021 and asked the Board for input. The items highlighted in yellow have been completed and those in gray are projects we have asked the Road Commission to do in the past. There is concern that some roads are going bad due to a lot of truck activity. The Board identified several projects they would like to see done in 2019: 1) Cook Avenue from Pierce to Long Lake curve – the shoulder needs to be brought up to road level. (Year 2017 – C and Year 2018 – A), 2) Keehn Road from Strawberry Ave. to McKinley Ave. grading, clean ditches and graveling as needed and black top ½ mile east of Strawberry Ave to the top of the hill (Year 2018 – G and Year 2019 C) and 3) looking at brushing, signage and safety (Year 2019 – B). Hammar will meet with the Clare Road Commission to present these project ideas.

8) Water Hook-up for Fire Department/Review of Zoning Plan: Water hook up should be included in the zoning plan when it is redone. This involves buying a fitting to hook up an irrigation system so the Fire Department could use it. This is a good investment in infrastructure and should be considered by the Planning Commission. The Township could possibly contribute to the cost.

9) Web page update: There are some areas on the Township web page that need to be updated such as the list of Board of Review members. Nia Becker, Forester, will provide some information. Blackledge will work with Nick on these changes.

10) Adoption of Poverty Guidelines & 2019 Income Guidelines: Great Lakes Assessing sent a proposed resolution establishing poverty guidelines for exemption from property tax contributions with 2019 income guidelines.

Blackledge moved and Hammar seconded Resolution 2018-9, Establishing Poverty Guidelines for Exemption from Property Tax Contributions. Ayes:5, Nays:0. Motion carried.

11) Prohibition of Marihuana Establishments Ordinance: MTA provided an ordinance to opt out that will prohibit marihuana establishments in the Township. After Board discussion, **Hammar moved to approve the ordinance (2018-1) for**

prohibition of marijuana establishments in Winterfield Township. Blackledge seconded. Roll call: Hammar-yes, Blackledge-yes, Peterson-yes, Prielipp-yes, and Laughlin-yes. Ayes: 5, Nays:0. Ordinance adopted. Blackledge will contact MTA to find out how to follow up with the State.

12) Budget Report Discussion: Blackledge has been working on the conversion of the Annual Budget format from an Excel document to a QuickBooks report. She distributed copies of this year's budget with actual activity to November 13, 2018. There were some line items that needed to be modified, but the Board seemed pleased with this report format. This will be a regular agenda item in the future.

In order to comply with audit recommendations, the following motion amends the FY18-19 Budget to adjust the Election category before approval of bills: **Blackledge moved to amend the FY18-19 Budget to increase the Elections Category by \$600 and decrease the Contingency amount by \$600. Seconded by Hammar. Ayes: 5, Nays: 0. Motion carried.**

14) Review Township Expenditures: Blackledge moved to approve the General Fund checks 4785 through 4827 (4801 Void) and the Transfer Station checks 1973 through 1982 (1976 Void) as shown on the reports. **Second by Laughlin. Ayes-5, Nays-0. Motion carried.**

Public Comment: None

Adjournment: Motion by Laughlin, second by Peterson, to adjourn the meeting at 10:10 pm. Ayes-5, Nays-0. Motion carried.

Respectfully submitted,

Bonnie Blackledge
Winterfield Township Clerk