

Supervisor Foether called the meeting to order at 5:04pm.  
The pledge was led by Supervisor Foether.

Roll Call:

Present: Tom Borcharding, Michael Clinesmith, Bruce Foether, Bill Gray, John Stack (arrived 5:06 pm)

Absent: None

**New Business:**

Policies and Procedures:

The Township Fee Schedule was brought up for discussion.

John Stack arrived at 5:06pm.

It was proposed to add a Michigan Marijuana Facilities Licensing Act Permit fee of \$5,000 to the list of fees.

There was discussion about the permit process, adjusting the budget, having a receipt or certificate for facilities when they are approved, and a discussion about how marijuana licensing would affect the policy manual.

The list of changes proposed to the policy manual:

- On page 6, #6.B Clerk, add bullet before first heading about “Collects and distributes mail”
- On page 7, #6.C Treasurer, add bullet before last headings “During winter tax collection, can collect mail”
- On page 2, #3 Public Meeting/Hearing Policy, between the 4<sup>th</sup> and 5<sup>th</sup> bullets under “To comply with the OMA”, add “Go into closed section only for reasons permitted by the OMA”
- On page 11, #6.E Zoning Administrator, insert language stating that for zoning permits, the zoning administrator will give the clerk the original, and give a copy to the treasurer with payment and another copy to the assessor, and for special land use permits, give the original to the Planning Commission, a copy to the treasurer with payment, and the Planning Commission is to give the original to the clerk
- On page 11, #6.E ZA, remove the redundant “for” in the last bullet before “Core Competencies”
- On page 11 #6.E ZA add a bullet before “Core Competencies” stating “Required to make rounds around the township to enforce ordinances” and “Needs valid driver’s license”
- On page 12, #6.G Deputy Treasurer, and #6.H Deputy Supervisor, use consistent lower case for treasurer and township
- On page 12, #6.G DT, include language in the 2<sup>nd</sup> bullet after the word “treasurer”, “shall possess the powers and perform the duties of the treasurer”
- On page 12, #6.G DT, in the last bullet, add the words “of the” after “performance”
- On page 12, #6.H DS, rewrite the 3<sup>rd</sup> bullet to say “The deputy shall be paid hourly, or as the township board determines.”
- On page 12, #6.H DS, in the last bullet, for consistency, add the word “township” before “supervisor”
- On page 12, #6.F Deputy Clerk, #6.G DT and #6.H DS, in the last bullet in each section, remove the language after the word “duties” and add the following language at the end, “within the statutory duties and the budget.”

- On page 12, #6.I Library Board Member, change the heading to be “Bullard Sanford Memorial Library Board Members”
- On page 12, #6.I Library, change the language at the end of the first sentence to read, “office for staggered four-year terms.”
- On page 13, #6.J Park commission Member, change the heading to be “Vassar City Park Commission Member”
- On page 13, #6.J Ambulance Board Liaison, change the heading to be “Vassar Area Ambulance Service Board Members”
- On page 12, #6.I Library, and page 13, #6.J Park and #6.K Ambulance, remove the ‘ after “minutes” and add language at the end of each section, “with discretion of the clerk and supervisor”

There was discussion about adding a recording policy.

There was a suggestion to add “assisted by the sheriff’s deputy to inspect MMFLA facilities” under the Zoning Administrator’s responsibilities, but more thought was wanted to be given to this.

There was discussion on who would replace the secretaries if they were not available. It was suggested to be included in the Secretary’s policy.

The Board will begin reviewing at the Assessor section next.

**Public Comment:**

Onna Clinesmith stated regarding the FOIA policies, that she had prepared and given two binders of forms to the Supervisor, and one to the Clerk.

Dick Worth asked what the special land use on medical marijuana was.

Bruce Foether stated it was a permit telling what will be done on a piece of property.

There was discussion over medical marijuana.

Ben Partridge asked about limiting the [marijuana] retail stores to one.

Foether stated he thought it was 5.

There was more discussion about the marijuana stores.

Partridge stated he didn’t think the Board should limit it.

Foether stated in the master plan commercial is wanted on M-15 and Saginaw.

Partridge questioned the zoning map. There was more discussion about the Township’s zoning maps.

Motion by Gray, seconded by Borcharding to adjourn.  
MOTION CARRIED, 5-0.

Meeting adjourned at 6:59pm.

Minutes prepared by Clerk Clinesmith.

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Vassar Township Clerk

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Vassar Township Supervisor