

**Cannabis Committee Meeting**  
**Monday, January 22, 2024**  
**Minutes**

Present: Jeffrey Buerman, Jill Chapman, Julie Durkin and Brian Matson

Meeting began at 6:30 p.m.

Chapman informed the committee she has thoroughly reviewed the marihuana license application submitted by Essence Cannabis Co. for a Class A Microbusiness. After consulting with Zoning, DPW and Police for verification on a couple of items, Chapman is ready to approve the application and award a provisional license to Essence.

Durkin stated that, as the project moves forward, there will be a schedule set up requiring regularly timed reports to ensure that the wastewater system is working correctly. Fines will be incorporated into the schedule for non-compliance.

Discussion was also had about what kinds of bonds Essence would be required to provide to the Village.

Meeting ended at 6:48 p.m.



VILLAGE OF  
**PINCKNEY**

**PROVISIONAL MARIHUANA LICENSE**

Issued to: Northville Services and Holdings LLC License # 021224

Location: 1268 M-36, Pinckney MI 48169

Type of License:

☐ Safety Compliance Facility

☐ Secure Transporter

☒ Microbusiness / Class A

☐ Retailer

☐ Processor

☐ Grower

Expires: Feb. 12, 2025

Jill Chapman  
Jill Chapman  
Village Clerk

- This license is not transferable without the prior approval of the Village under the same terms and conditions required for the initial issuance of this license.

# **Personnel Committee Meeting**

## **Wednesday, February 8, 2024**

### **Minutes**

Present: J. Chapman, S. Conquest, L. Lavey, T. Kinczkowski

Also present: B. Harris

Meeting began at 5:30 pm

Agenda:

- 1) Review of candidate for Clerk Position
- 2) Review of candidate for Finance Officer/Treasurer

Numerous applications for both roles were reviewed, however few met criteria. Text of the posts was changed with little improvement.

An external candidate for clerk was interviewed on 1/22.

Internal candidate for clerk Julie Durkin was interviewed on 1/23.

An outside candidate for Accountant/Treasurer was interviewed on 2/7.

The committee discussed salary and schedule requirements described by all candidates at length. Harris will endeavor to prepare an Excel file that will offer information on budget impact of slightly expanded roles for future planning. Kinczkowski discussed hiring and staffing challenges post-COVID and advocated making the investments in solid staff. Lavey agreed staff is our greatest asset, and reiterates that there will need to be another person present in the office, so the staffing search continues. The committee discussed what this role might look like, but came to no solid conclusions on it, suggesting that the known required roles of clerk and treasurer need to be filled as soon as possible.

The committee directed Lavey to communicate an offer of employment to the two candidates selected. If the clerk candidate accepts the terms, Lavey will nominate for appointment at the meeting on Monday, February 12. Treasurer appointment will be pending acceptance of the offer.

Meeting adjourned at 6:30 pm