

**Lawrence Township Regular Board Meeting
September 14, 2017**

The Regular Board Meeting called to order at 7:00 p.m.

Present - Donna Spenner, Supervisor; Kim Thompson, Clerk; Mary Tinker, Treasurer; Russ Reynnells, Trustee and Theresa Stroud, Trustee.

Also Present: Brien Heckman, Rick Boze, Jeff Moses, Diane Rigozzi, Senior Services

Motion made by Reynnells, and 2nd by Stroud to approve the August 10, 2017 Regular Board Meeting Minutes as presented. Roll call vote. All ayes. Motion carried.

Motion made by Stroud, 2nd by Reynnells, to approve the September 2017 expenditures as presented. Roll call vote: All ayes. Motion carried.

General Fund Totaling: \$18,016.48

Expenditure	Amount	Description
Associated Government Services	\$500.00	ZBA/PC
AT&T	\$61.19	Cemetery Communications
Attorney Brien Heckman	\$892.50	Misc/Meetings/Variance
Bronsink & BOS Equip	\$28.56	Supplies
Comcast	\$46.64	Internet Service Provider
Consumer's Energy	\$89.46	Utilities-GF Fire Hall
Consumer's Energy	\$169.67	Utilities-Bank Bldg
Consumer's Energy	\$38.00	Utilities - Bank Bldg Settlement
Consumer's Energy	\$39.62	Utilities-Cemetery Memorial
Decatur Door & Glass	\$376.00	Bank Bldg window repair
Doubleday Office Products	\$118.01	Supplies
First National Bank - Omaha	\$86.97	Clerk /Website/Software/Annual Domain
First National Bank - Omaha	\$13.95	Treasurer Computer Services
First National Bank - Omaha	\$64.00	Dpty Clerk supplies
First National Bank - Omaha	\$727.00	Dpty Treasurer scanner & postage
First National Bank - Omaha	\$24.99	Sexton phone
First National Bank - Omaha	\$433.64	Supervisor Training
Frontier	\$99.03	Treasurer/Board Communications
Frontier	\$49.01	Cemetery Communications
IRS	\$1,784.83	EFTPS Monthly Tax Payment
Jim's Outdoor Powerland	\$41.40	Chain Saw Repair
Michigan Township Association	\$28.80	Clerk Reference Guide - ZBA Decisions
Richardson Oil	\$174.49	Cemetery Fuel
Ricoh	\$99.07	Copier Contract
Rose's Service Center	\$350.67	Dump Truck Maint

Siegfried & Crandall	\$2,500.00	2017 Audit
State of Michigan	\$302.95	Payroll Taxes
Van Buren County Road Commission	\$40.00	Metal Bookcase
Village of Lawrence	\$65.46	Utilities-Bank Bldg
Subtotal	\$9,245.91	
Payroll		
Anita Ghastin	\$1,986.48	Assessor Salary
Donna Spenner	\$979.10	Supervisor Salary
Kim Thompson	\$931.18	Clerk Salary
Mary Tinker	\$871.70	Treasurer Salary
Subtotal	\$4,768.46	
Consent Items Already Paid		
Barry S. Earls	\$2,171.20	Sexton Wages (8/18/17; 9/1/17)
Charles Moses	\$475.29	PT Sexton Wages (8/18/17; 9/1/17)
Christopher Carpp	\$34.35	PT Sexton Wages (9/1/17)
IRS	\$920.12	Federal Payroll Tax
State of Michigan	\$147.19	State Payroll Tax
Theresa Stroud	\$253.96	Dep Treasurer Wages (8/18/17; 9/1/17)
Subtotal	\$4,002.11	
Grand Total	\$18,016.48	

LTES Fund Totaling: \$22,410.94

Expenditure	Amount	Description
Aflac	\$216.19	Health Insurance Withholding
American Safety & First Aide	\$24.40	Medical Supplies
BoundTree Medical	\$303.28	QR Operating Supplies
Christina Benson	\$50.00	QR Training
Columbia Twp Fire Department	\$375.00	EMR Class for Kristina Pach
Comcast	\$23.31	Internet Service
Consumers Energy	\$357.81	Utilities
First National Bank - Omaha	\$221.45	Scott Earls - Picnic supplies
First National Bank - Omaha	\$10.49	Kim Thompson - Antivirus for Chief
First National Bank - Omaha	\$379.18	Mike Anchor - supplies/Comm Promo/Equip Maint/FH Maint
First National Bank - Omaha	\$30.74	Karen Hardin - supplies
First National Bank - Omaha	\$41.33	Rolla Hemingway - supplies
First National Bank - Omaha	\$61.00	Michelle Curtis - Supplies/Uniform Dry Cleaning
Flametamer Fire Protection	\$123.00	Vehicle Brackets
Flory Excavating	\$105.00	Portable Toilet Rental
Frontier	\$147.03	Communications

Interstate Batteries	\$99.99	Shocker Battery
Interstate Sign Products	\$86.50	Green Address Sign Supplies
IRS	\$1,379.00	EFTPS Payroll Taxes
Keepin You in Stiches	\$1,763.18	Jackets, shirts, hats & embroidery
Look Sharp	\$261.30	FD - Personal Protective Equipment
Mike Anchor	\$50.00	Communications Reimbursement
Miller Thermometer, Inc	\$101.52	Flags
Moses Fire Equipment	\$437.67	Binoculars/CO2 Safety Monitor
Moses Fire Equipment	\$701.22	Service 2017 Mule/Install equipment
Moses Fire Equipment	\$202.61	Water extinguisher/heavy duty bracket
Northern Safety & Industrial	\$31.95	Lens Cleaners
Paw Paw Lock & Key	\$9.00	dup keys
Positive Promotions, Inc	\$82.90	Community Promo Items
Preferred Printing	\$198.90	QR Report Forms Printing
Richardson Oil Co.	\$331.13	Fuel Expense
Ricoh	\$203.08	Copier Contract
Sign Center	\$40.00	Magnetic Signs
State of Michigan	\$76.75	Payroll Taxes
Touchtone Communications	\$24.85	Communications
Village of Lawrence	\$142.58	Utilities
VB Co Firefighter Trn Committe	\$50.00	Morgan Curtis State Firefighter Test
Wolverine Coach, Inc.	\$95.00	Weather Tech Mats
Sub Total	\$8,597.75	
LTES Payroll		
Michael Anchor	\$1,716.30	Wages
Michael Beach	\$90.52	Wages
Charles Carpp	\$53.52	Wages
Michael Carpp	\$249.98	Wages
Michelle Curtis	\$211.75	Wages
Morgane Curtis	\$102.11	Wages
Barry S. Earls	\$181.04	Wages
James Fein	\$58.28	Wages
William Gaborik	\$39.49	Wages
Karen Hardin	\$1,216.52	Wages
Rolla Hemingway	\$358.23	Wages
David Leach	\$12.94	Wages
Steven Leach	\$12.93	Wages
Steven Lowe	\$271.75	Wages
Kyle Mead	\$183.97	Wages
Shawn Mead	\$44.46	Wages
Eric Mills	\$10.21	Wages

Linnea Rader	\$9.29	Wages
Sub Total	\$4,823.29	
Consent Items Already Paid		
Michael Anchor	\$3,411.21	Chief Salary (8/18/17; 9/1/17)
IRS	\$2,015.41	EFTPS Payroll Tax
Karen Hardin	\$2,433.02	Secretary Wages (8/18/17; 9/1/17)
Q It Up Catering	\$800.00	Community Promo Ck#9580 8/19/17
State of Michigan	\$330.26	State Payroll Tax
Sub Total	\$8,989.90	
Grand Total	\$22,410.94	

Building Fund Totaling: \$700.00

Expenditure	Amount	Description
AGS (9/13/17 Invoice)	\$700.00	2 Bldg/2 Mech/1 Plumbing
Total Proposed Expenditures	\$700.00	

Reports:

- ✓ Sheriff's Department
- ✓ Road Commission
- ✓ County Commissioner
- ✓ Senior Services
- ✓ Lawrence Township Emergency Services
- ✓ Treasurer
- ✓ Clerk
- ✓ Planning Commission

Rick Boze, reporting for the Van Buren County Sheriff's Department, stated that there were a total of 45 incidents for the month of August 2017.

Rick Boze, representing the VB Co. Road Commission, reported that the seal coating is done. Fog seal was also completed for other areas of the county. They are testing using Trap rock in front of the Coca Cola plant. It is more expensive but also more durable.

There was no report from the Village of Lawrence.

Commissioner Don Hanson reported that there is progress on the proposed Fruitbelt Trail with a revised right away around Lake Cora residents. The VBCO has advertised for a new Veteran's counselor for a part-time position. The jail build/remodel is progressing. Hanson also reported that ISDs are now included in funding for new buildings by the state. This may allow for expansion of the health department and dental services at the VBISD.

Diane Rigozzi provided a report from the Senior Services. They will be looking to renew their existing .25 mills as well as asking for a .25 millage increase in November. Ms. Rigozzi provided statistics relating to services provided to Lawrence residents. The Board expressed concern that there were currently senior centers for all other taxpaying locations, except for Lawrence. Without local presence, it will be hard to recommend renewal or new millage to be paid by Lawrence residents.

Chief Anchor presented the LTES report.

Kristina Pack has applied to join the QR team. Motion by Stroud, seconded by Reynnells to approve her for probationary status, pending positive report from physical. All aye. Motion carried.

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Steven Fry has applied to join the FD team. Motion by Reynnells, seconded by Stroud, to approve him for probationary status, pending positive report from physical. All aye. Motion carried.

Chief Anchor reported that 17 members participated in the Ox Roast this year. They had great participation at both parades.

The LTES will be at the Lawrence school for fire prevention week.

Chief Anchor also reported that the ISO survey is in process. He expects the improvements we and the Village have made over the past year will result in a higher rating and lower insurance premiums for residential and commercial residents.

Chief Anchor reported that the new 911 priority dispatching is resulting in medical calls going up based on more accurate prioritization of calls.

Treasurer Tinker offered the Treasurer report for August 2017. Reported that Fifth Third is if charging service charges in error. Recommends moving Fifth Third accounts to Edgewater or Chemical is the issue is not resolved. Thompson asked on the status of outstanding balances in the Trust & Agency fund. Tinker reported that there are some balances that need resolution for fire cleanup escrowed funds.

Clerk Thompson presented the August financial statements. Reported that there will be higher expenses in the ZBA cost center due to increased legal expenses for one of the ZBA applications. Motion by Thompson, supported by Tinker to increase the ZBA cost center (411) from \$3,000 to \$6,000. Roll call vote. All aye. Motion carried.

Clerk Thompson reported there will be a ZBA hearing on October 9th.

Trustee Stroud reported that there was not a Planning Commission meeting and that the next scheduled meeting will be on October 24, 2017 at 7:00pm.

The Employee Handbook discussion was tabled until next month.

Under Old Business, Mr. Lance Goodrode is still interested in the bank building but has not signed a purchase agreement. Chief Anchor reported that he had a conversation with the Village building inspector who clarified that the Township proposal for remodel of the bank building would result in a Class A and S (public meeting and storage). A private retail/commercial business would be a Class B and would require fewer changes and would result in reduced expenses. Suggested that for a \$100 re-review fee, we could present a hand-written proposal for retail office space and would not require sprinkler fire suppression or outside stairs to the basement.

Suggested ordinance changes presented by Attorney Heckman will be reviewed at the October meeting.

Clerk Thompson presented revised Principles of Governance to be ratified by the new Board. Motion by Spenner, seconded by Tinker to approve as presented. All aye. Motion carried.

Attorney Heckman recommended that we set a sign fee of a flat fee of \$200 to cover AGS and legal expenses. Motion by Tinker, seconded by Thompson to approve a Resolution Approving Fees for Sign Permits with a sign fee of \$200. Roll call vote. All aye. Motion carried. (Attachment 1)

Thompson reported that our new Assessor, Ben Brousseau, has recommended that we provide assessing information to the public through the county website using BS&A's AccessMyGov internet service. There are two fee options available. The first would be an annual fee to be paid by the Township and allow access to all at no charge. The second option would be a pay-by-hit \$2 fee with property owners able to look up their own parcels at no charge. Motion by Thompson, seconded by Tinker to approve the BS&A proposal based on the Pay-per-Hit and no cost to property owners. Roll call vote. All aye. Motion carried. (Attachment 2)

The Rail-to-Trail group is asking municipalities to re-ratify their support of the trail system. The board agreed that we haven't changed our position as stated in our resolution of March 13, 2014, based on the information presented at the time.

Clerk Thompson has been appointed as the Chair of the Lawrence LDFA and reported that the Public Hearing to revise and extend the LDFA plan was presented. Motion by Thompson, seconded by Spenner to approve the Resolution supporting the LDFA Plan as presented. Roll call vote. Stroud, Spenner, Thompson, Reynnells – aye. Tinker – nay. Motion carried. (Attachment 3)

Clerk Thompson reported that there will be an audit finding regarding an internal control deficiency regarding checks not clearing. The Treasurer and Clerk will work on a recommendation to prevent further issues.

A motion by Tinker and seconded by Thompson was made to approve a resolution giving Deputy Treasurer, Theresa Stroud, full authority for Chemical Bank accounts for online access. Roll call vote. All aye. Motion Carried. (Attachment 4)

A motion by Thompson and supported by Stroud to approve the draft audit, pending resolution of outstanding issues. Roll call vote. All aye. Motion carried.

There will be a 'State of Our Communities' meeting at the Paw Paw Township Hall on September 19, 2017 at 7:00pm. All are invited.

There was no public comment.

With no further business to attend to, a motion to adjourn was made by Reynnells and second by Stroud. All ayes. Motion carried.

Meeting adjourned at 10:00 p.m.

Respectfully Submitted,

Attest,

Kim Thompson, Clerk

Donna Spenner, Supervisor

RESOLUTION OF THE LAWRENCE TOWNSHIP

BOARD OF TRUSTEES

APPROVING FEES FOR SIGN PERMITS

Passed at a REGULAR MEETING, held on 09/14/2017 at 7:00 P.M. at 205 N. Paw
Paw St., Lawrence, MI 49064.

WHEREAS, the Township desires to adjust the Sign Permit Fee for the township;

WHEREAS, the costs associated with a sign permit have been estimated to be on average
\$150 for AGS and around \$50 for attorney fees;

NOW THEREFORE, THE LAWRENCE TOWNSHIP BOARD OF TRUSTEES
HEREBY RESOLVES to set the Sign Permit Fee at \$200 for a permit and any
amendments thereto.

Motioning Board Member:

Tinker

Seconded by:

Thompson

Roll Call Vote:

Yes:

Spencer, Reynolds, Stroud, Tinker, Thompson

No:

The resolution is adopted.

I hereby certify the foregoing constitutes a true and complete copy of a resolution by the
Lawrence Township, County of Van Buren, Michigan, Board of Trustees as indicated
above, at a regular or special meeting as indicated above, held on Sept. 14, 2017.

Date:

9/14/17

Kim Thompson, Clerk

Attachment 2.

RESOLUTION OF THE LAWRENCE TOWNSHIP

BOARD OF TRUSTEES

REGARDING THE BS&A ASSESSING PROPOSAL

Passed at a REGULAR MEETING, held on 09/14/2017 at 7:00 P.M. at 205 N. Paw
Paw St., Lawrence, MI 49064.

WHEREAS, the Township has reviewed the BS&A ASSESSING PROPOSAL;

WHEREAS, a majority of the quorum of board members agrees with the following:

- 1) The "partially completed" contract may be executed by Thompson;
- 2) The Township approves of the option: User Pay;
(PICK: Township Pay vs. User Pay)
- 3) Benjamin Brousseau is hereby named administrator of the account.

NOW THEREFORE, THE LAWRENCE TOWNSHIP BOARD OF TRUSTEES
HEREBY RESOLVES to approve the above agreed upon actions.

Motioning Board Member: Thompson
Seconded by: Tinker

Roll Call Vote: Yes: Spanner, Reynell, Tinker, Thompson, Stroud
No: _____

The resolution is adopted.

I hereby certify the foregoing constitutes a true and complete copy of a resolution by the
Lawrence Township, County of Van Buren, Michigan, Board of Trustees as indicated
above, at a regular or special meeting as indicated above, held on Sept. 14, 2017.

Date: 9/14/17

Kim Thompson
Kim Thompson, Clerk

RESOLUTION OF THE LAWRENCE TOWNSHIP

BOARD OF TRUSTEES

REGARDING CONTINUING PARTICIPATION WITH THE LDFA

Passed at a REGULAR MEETING, held on 09/14/2017 at 7:00 P.M. at 205 N. Paw
Paw St., Lawrence, MI 49064.

WHEREAS, the Township does wish to continue participating in the LDFA;

NOW THEREFORE, THE LAWRENCE TOWNSHIP BOARD OF TRUSTEES
HEREBY RESOLVES to continue participating in the LDFA, to approve its Extended
Plan for the term of the Plan, and to approve of the associated LDFA Tax Increment
Financing (TIF).

Motioning Board Member:

Thompson

Seconded by:

Spencer

Roll Call Vote:

Yes: Stroud, Spencer, Thompson, Reynnells

No: Tinker

The resolution is adopted.

I hereby certify the foregoing constitutes a true and complete copy of a resolution by the
Lawrence Township, County of Van Buren, Michigan, Board of Trustees as indicated
above, at a regular or special meeting as indicated above, held on Sept. 14, 2017.

Date: 9/14/17

Kim Thompson
Kim Thompson, Clerk

RESOLUTION OF THE LAWRENCE TOWNSHIP

BOARD OF TRUSTEES

**APPROVING ACCESS TO BANK ACCOUNTS AND VARIOUS PROGRAMS
FOR THERESA STROUD**

Passed at a REGULAR MEETING, held on 09/14/2017 at 7:00 P.M. at 205 N. Paw
Paw St., Lawrence, MI 49064.

WHEREAS, the Township acknowledges that Theresa Stroud, deputy treasurer, needs
access to bank accounts, computer programs, and other matters to act as deputy treasurer;

WHEREAS, at least one bank, Chemical Bank, has requested a resolution to allow
access;

NOW THEREFORE, THE LAWRENCE TOWNSHIP BOARD OF TRUSTEES
HEREBY RESOLVES to that Theresa Stroud is hereby authorized to access ANY and
ALL bank accounts, investment accounts, financial portfolios, computer programs and
software, used or owned by the township. This include but is not limited to the
following:

- 1) Chemical
 - a. Checking
 - b. Checking
 - c. Checking
 - d. Checking
 - e. Checking
- 2) And all software and computer program providers utilized by the Township.

ADDITIONALLY, it is resolved that Theresa Stroud may act on behalf of the Township
on any of the aforementioned accounts, sign on behalf of the Township as Deputy
Treasurer, and otherwise manage those accounts to the full extent of Mary Tinker,
Treasurer, Lawrence Township, Michigan, could act on said accounts.

ADDITIONALLY, it is resolved that Theresa Stroud, or Mary Tinker, may set up web
banking on said accounts.

Motioning Board Member: Tinker
Seconded by: Thompson

Roll Call Vote: Yes: Tinker, Stroud, Thompson, Spinner, Reynolds
No: _____

The resolution is adopted.