

**Lawrence Township Regular Board Meeting  
November 9, 2017**

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

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

Also Present: Brien Heckman, Rick Boze, Don Hanson, Bill Hoffman, Bob Thomas, Alex West, Michelle West, Aaron West and Lorraine Valk.

Motion made by Reynnells, and 2<sup>nd</sup> by Stroud to approve the October 12, 2017 Regular Board Meeting Minutes as amended. Roll call vote. All ayes. Motion carried.

Motion made by Reynnells, 2<sup>nd</sup> by Stroud, to approve the November 9, 2017 expenditures as amended. Roll call vote: All ayes. Motion carried.

**General Fund Totaling: \$20,944.29**

<b>Expenditure</b>	<b>Amount</b>	<b>Description</b>
AT&T	\$86.34	Cemetery Communications/Equipment
Attorney Brien Heckman	\$2,108.00	Misc/Meetings/Building&Zoning
Comcast	\$52.96	Internet Service Provider
Consumer's Energy	\$62.23	Utilities-GF Fire Hall
Consumer's Energy	\$153.92	Utilities-Bank Bldg
Consumer's Energy	\$38.00	Utilities - Bank Bldg Settlement
Consumer's Energy	\$52.91	Utilities-Cemetery Memorial
Deluxe Business Services	\$74.91	Treasurer Deposit Slip Printing
Doubleday Office Products	\$101.96	Office Supplies
First National Bank - Omaha	\$128.54	Treasurer Printer Stand/Supplies/Keys
First National Bank - Omaha	\$13.35	Supervisor Meeting Supplies
First National Bank - Omaha	\$87.15	Library & Bank Building Repair/Maint
First National Bank - Omaha	\$589.51	Website/Printer/Shredder/Antivirus/Clock
First National Bank - Omaha	\$77.86	Clerk Postage
Forker's Commercial Roof Maint.	\$375.00	Bank Building Roof Repair
Frontier	\$99.03	Treasurer/Board Communications
Frontier	\$49.01	Cemetery Communications
IRS	\$1,216.56	EFTPS Monthly Tax Payment
Moses Fire Service	\$35.76	Industrial Batteries for Library
Pontem Software	\$608.00	Annual Support & Maint - Treasurer
Ricoh	\$38.07	Copier Contract
State of Michigan	\$194.08	Payroll Taxes
Van Buren Co. Road Commission	\$6,994.10	Territorial Road Project
Village of Lawrence	\$101.37	Police Blight Enforcement Service

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Village of Lawrence	\$17.05	Garbage Service
Village of Lawrence	\$65.46	Utilities-Bank Bldg
Vineyard Press	\$97.00	ZBA Meeting Publishing
<b>Subtotal</b>	<b>\$13,518.13</b>	
<b>Payroll</b>		
Ben Brousseau	\$2,033.00	Assessor Salary/Line Adjustment Billing
Donna Spenner	\$979.10	Supervisor Salary
Kim Thompson	\$931.18	Clerk Salary
Theresa Stroud	\$997.43	Treasurer Salary
<b>Subtotal</b>	<b>\$4,940.71</b>	
<b>Consent Items Already Paid</b>		
Barry S. Earls	\$1,522.09	Sexton Wages (10/13/17; 10/27/17)
Charles Moses	\$171.80	PT Sexton Wages (10/27/17)
Chris Carpp	\$103.07	PT Sexton Wages (10/13/17; 10/27/17)
IRS	\$590.36	EFTPS Tax Payment
State of Michigan	\$98.13	State Payroll Tax
<b>Subtotal</b>	<b>\$2,485.45</b>	
<b>Grand Total</b>	<b>\$20,944.29</b>	

**LTES Fund Totaling: \$24,912.45**

<b>Expenditure</b>	<b>Amount</b>	<b>Description</b>
Aflac	\$216.19	Optional Supplemental Insurance
Bio Care	\$65.00	X-rays - Steven Fry
BoundTree Medical	\$380.98	QR Equipment
Comcast	\$26.49	Internet Service
Consumers Energy	\$248.91	Utilities
First National Bank - Omaha	\$456.72	Supplies/FD Training/Equip/FH Maint
Frontier	\$147.03	Communications
IRS	\$484.26	EFTPS Payroll Taxes
Michigan Asso of Fire Chiefs	\$85.00	Membership Dues
Midway Electric	\$6,734.40	Fire Hall Electrical Upgrade
Mike Anchor	\$50.00	Communications Reimbursement
Moses Fire Equipment	\$1,460.00	Annual Pump Testing
Moses Fire Equipment	\$2,773.06	FD - Personal Protection Equipment
Ricoh	\$38.06	Copier Contract
Roe Comm	\$870.00	Radio/Charger
Snap On Tools	\$209.50	Hand Tools
State of Michigan	\$92.99	Payroll Taxes
Thayre	\$9.31	FH Supplies
Village of Lawrence	\$17.04	Garbage Service
Village of Lawrence	\$123.30	Utilities
<b>Sub Total</b>	<b>\$14,272.05</b>	

<b>LTES Payroll</b>		
Michael Beach	\$97.01	Wages
Charles Carpp	\$58.87	Wages
Michael Carpp	\$338.84	Wages
Michelle Curtis	\$222.10	Wages
Morgane Curtis	\$76.59	Wages
Barry S. Earls	\$201.11	Wages
James Fein	\$122.36	Wages
Steven Fry	\$24.67	Wages
William Gaborik	\$154.67	Wages
Rolla Hemingway	\$348.03	Wages
David Leach	\$12.94	Wages
Steven Lowe	\$310.32	Wages
Kyle Mead	\$289.18	Wages
Shawn Mead	\$76.56	Wages
Eric Mills	\$71.47	Wages
Kristina Pach	\$23.54	Wages
Linnea Rader	\$9.30	Wages
Jason Spangler	\$12.94	Wages
<b>Sub Total</b>	<b>\$2,450.50</b>	
<b>Consent Items Already Paid</b>		
Michael Anchor	\$3,411.21	Chief Salary (10/13/17; 10/27/17)
Karen Hardin	\$2,433.02	Secretary Wages ( )
State of Michigan	\$330.26	State Payroll Tax
IRS	\$2,015.41	EFTPS Payroll Tax
<b>Sub Total</b>	<b>\$8,189.90</b>	
<b>Grand Total</b>	<b>\$24,912.45</b>	

**Road Fund Totaling: \$25,829.59**

<b>Expenditure</b>	<b>Amount</b>	<b>Description</b>
VB Co Road Commission	\$ 4,739.46	Extra Hot Mix
VB Co Road Commission	\$21,090.13	Hot Sealcoat Surface
<b>Total Proposed Expenditures</b>	<b>\$25,829.59</b>	

## 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 66 calls for the month of October 2017. Applications are still being accepted for the next Citizens Academy beginning January 17, 2018.

Rick Boze, representing the VB Co. Road Commission, reported that they are currently working on trees and gravel roads until the snow flies. There have been 23 requests for service from Lawrence Township with 18 being resolved.

Chief Anchor told the Board that the ISO Inspection went very well. They were impressed with how well prepared we were for them. The Michigan rebate for the electrical project will be \$2173.10. Mike will begin researching grants to allow us to obtain a new shocker for the QR team.

Treasurer Stroud gave an explanation of the Escrow Account. She stated that Deputy Treasurer Sheryl Moses is going to be a huge asset.

Clerk Thompson presented the October financial statements.

The ZBA has no applications to review so there is no meeting currently scheduled for December.

The Planning Commission will be reviewing a change in zoning request to allow special use for a barn to be used as a reception venue at their next meeting.

Commissioner Don Hanson reported that the 911 system can now accept text messages. Through a \$130,000 grant for the Community Correction Program, nonviolent offenders will be able to do public service projects on the weekends instead of being jailed. The Emergency Manager, Robert Kirk will be starting a new emergency situation program.

Under Old Business, Bill Hoffman representing the Reynolds Lake Association presented a special assessment draft petition for weed treatment on the lake. He stated that there are 109 parcels on the lake with an additional 20 parcels with lake access. Attorney Heckman advised him to have an attorney review the language on the petition before circulating the petition for signatures.

Under New Business, a special meeting is scheduled for November 20<sup>th</sup> at 7:00 p.m. to hold interviews to appoint someone for the vacant trustee position.

A resolution to set the Board of Review dates for the July meeting on the Wednesday following the third Monday in July and the December meeting is set for the Wednesday following the second Monday in December.

Motion by Thompson. Second by Spenner. Roll call vote. All aye. Motion carried.  
(Attachment 1)

A resolution to appoint Vickie Hettig as a permanent member, Jeff Matheny as an alternate member, and Rowdy Rindfield as an alternate member to the Board of Review was offered in a motion made by Spenner and second by Stroud. Roll call vote. All aye. Motion carried.  
(Attachment 2)

A resolution confirming officer and deputy status and authorizations for bank account users was made by Reynnells and second by Spenner. Roll call vote. All aye. Motion carried.  
(Attachment 3)

During public comment, Mr. Ron Moffit requested his escrowed balance be paid to him. AGS has placed a stop work order on his re-build as he has not obtained a building permit. He was instructed to contact AGS and follow the procedures set forth, so he may receive these funds.

Lorraine Vale, who is seeking a special use permit for her reception venue introduced herself and asked if the Board had any questions for her.

Chief Anchor stated that he had a request to use the fire station on December 16, 2017 for the Holiday Community Festival.

Supervisor Spenner informed the Board that AGS has proposed changes to their service agreement. Donna will review and provide a comparison of the proposed changes for review and discussion.

The VB Co. Road Commission is planning projects for the 2018 construction season and is seeking input from the Board. This item will be placed on next month's agenda for discussion.

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 8:27 p.m.

Respectfully Submitted,

Attest,

Kim Thompson, Clerk

Donna Spenner, Supervisor

**RESOLUTION OF THE LAWRENCE TOWNSHIP**

**BOARD OF TRUSTEES**

**At a regular meeting held at 205 N. Paw Paw St., Lawrence, MI 49064**

**REGARDING THE BOARD OF REVIEW MEETING DATES**

WHEREAS, Section 53b of the General Property Tax Act, MCL 211.53b, requires a Board of Review that meets in July to meet on Tuesday following the third Monday in July, and a Board of Review that meets in December to meet on the Tuesday following the second Monday in December; and

WHEREAS, assessors who work for multiple townships are not always able to attend the Board of Review meeting for each township when they meet on the same day; and

WHEREAS, Public Act 122 of 2008, effective May 9, 2008, allows an alternate July Board of Review meeting date during the week of the third Monday in July; and an alternate December Board of Review meeting date during the week of the second Monday of December; and

WHEREAS, it will benefit the residents of Lawrence Township to have the assessor available to assist the Board of Review and taxpayers in processing tax appeals and poverty exemptions;

NOW, THEREFORE, BE IT RESOLVED that the Board of Review July meeting is hereby set for the Wednesday following the third Monday in July, and Board of Review December meeting is hereby set for the Wednesday following the second Monday in December.

Motioning Board Member:

Seconded by:

Roll Call Vote:

Yes:

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 Nov 9, 2017

Date:

11/9/17

Kim Thompson, Clerk

Attachment 2

**RESOLUTION OF THE LAWRENCE TOWNSHIP**

**BOARD OF TRUSTEES**

**At a regular meeting held at 205 N. Paw Paw St., Lawrence, MI 49064**

**REGARDING THE APPOINTMENT OF A NEW BOARD OF REVIEW**

WHEREAS, the Township requires a Board of Review for proper functioning of the Township;

WHEREAS, the members on the Board of Review must be residents and tax payers in the Township;

WHEREAS, a member of the township board may **not** serve on the board of review or fill any vacancy; AND further, a spouse, mother, father, sister, brother, son or daughter, including an adopted child, of the **assessor** is **not** eligible to serve on the board or fill any vacancy;

WHEREAS, the members appointed to the Board of Review must take their constitutional oath within 10 days of appointment;

NOW THEREFORE, THE LAWRENCE TOWNSHIP BOARD OF TRUSTEES HEREBY RESOLVES to appoint the following individuals to the Board of Review:

- 1) Vickie Hettig as a permanent member;
- 2) Jeff Matheny as an alternate member;
- 3) Randy Rindfield as an alternate member.

Motioning Board Member: Spenner  
Seconded by: Stroud

Roll Call Vote: Yes: Stroud, Spenner, Raynells, 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 11/09/2017.

Date: 11/9/17

Kim Thompson  
Kim Thompson, Clerk

Attachment 3

**RESOLUTION OF THE LAWRENCE TOWNSHIP**

**BOARD OF TRUSTEES**

At a regular meeting held at 205 N. Paw Paw St., Lawrence, MI 49064

**CONFIRMING OFFICER AND DEPUTY STATUS AND AUTHORIZATIONS**

WHEREAS, a bank has requested a formal letter confirming the authority and status of Officers and deputies;

WHEREAS, Mary Tinker (former Treasurer), Sal Campagna (former Clerk), and Veronica Tapper (former Deputy Clerk) no longer hold the aforementioned positions with the township.

WHEREAS, the Township acts through the authority of its resolutions;

NOW, THEREFORE, the following is confirmed by RESOLUTION:

- 1) Theresa Stroud is the Township's current Treasurer;
- 2) Sheryl Moses is the Township's current Deputy Treasurer;
- 3) Kim Thompson is the Township's current Clerk;
- 4) Karen Harding is the Township's current Deputy Clerk;
- 5) Theresa Stroud, Sheryl Moses, Kim Thompson, and Karen Harding are fully authorized to access the Township's bank, investment, and other accounts, sign on the Township's behalf on those accounts, and otherwise use, examine, and control those accounts to the full extent that the Township may use, examine, and control those accounts.

Motioning Board Member:

Russell Reynolds

Seconded by:

James Spenner

Approved by:

Theresa Stroud

The resolution is adopted.

Jim M., clerk