

## Lawrence Township Regular Board Meeting December 14, 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 and Sal Campagna, Trustee.

Also Present: Brien Heckman, Rick Boze, Don Hanson, Bert Gale, Glen Thomsen, Jeff Moses and Jennifer Carver.

Motion made by Reynnells, and 2<sup>nd</sup> by Campagna to approve the November 9, 2017 Regular Board Meeting Minutes as presented. Roll call vote. All ayes. Motion carried.

Motion made by Reynnells, 2<sup>nd</sup> by Campagna, to approve the December 14, 2017 expenditures as amended.

Roll call vote: All ayes. Motion carried.

### General Fund Totaling: \$33,753.72

Date	Expenditure	Amount	Description
12/14/2017	Associated Government Services	\$1,150.00	ZBA/PC/Ordinance Violations
12/14/2017	AT&T	\$101.34	Cemetery Communications/Equipment
12/14/2017	Attorney Brien Heckman	\$2,092.20	Misc/Meetings/Blight (Oct & Nov)
12/14/2017	Comcast	\$52.96	Internet Service Provider
12/14/2017	Consumer's Energy	\$96.68	Utilities-GF Fire Hall
12/14/2017	Consumer's Energy	\$163.33	Utilities-Bank Bldg
12/14/2017	Consumer's Energy	\$38.00	Utilities - Bank Bldg Settlement
12/14/2017	Consumer's Energy	\$61.71	Utilities-Cemetery Memorial
12/14/2017	Crystal Flash	\$91.26	Cemetery Fuel
12/14/2017	Crystal Flash	\$126.60	Cemetery Fuel Expense
12/14/2017	Deluxe	\$1,013.95	GF Check Order/Envelopes
12/14/2017	Doubleday Office Products	\$184.11	Office Supplies
12/14/2017	Field Plumbing & Heating	\$982.60	Boiler Repair - Library
12/14/2017	First National Bank - Omaha	\$74.87	Treasurer Office Supplies/Equipment
12/14/2017	First National Bank - Omaha	\$441.37	Blight Clean Up Dumpster/Library Maint
12/14/2017	First National Bank - Omaha	\$672.97	Postage/Training/Website
12/14/2017	Frontier	\$132.39	Treasurer/Board Communications
12/14/2017	Frontier	\$63.68	Cemetery Communications
12/14/2017	General Code	\$1,596.25	Software Support
12/14/2017	IRS	\$6,315.89	EFTPS Monthly Tax Payment
12/14/2017	Ricoh	\$99.07	Copier Contract
12/14/2017	Siegfried Crandall PC	\$350.00	Audit Fees
12/14/2017	State of Michigan	\$721.76	Payroll Taxes
12/14/2017	Theresa Stroud	\$4.00	Cash Reimbursement - Cabinet Key Duplicates
12/14/2017	Van Buren County Clerk	\$300.00	Election Equipment

Lawrence Township Regular Board Meeting - DRAFT

December 14, 2017

Page 2 of 8

12/14/2017	Village of Lawrence	\$34.08	Garbage Service (Oct & Nov)
12/14/2017	Village of Lawrence	\$65.46	Utilities-Bank Bldg
12/14/2017	Vineyard Press	\$75.25	Print/Publish - Treasurer Replacement
<b>Subtotal</b>		<b>\$17,101.78</b>	

**Payroll**

12/14/2017	Ben Brousseau	\$9,771.81	Assessor Salary & Parcel Review Payment
12/14/2017	Donna Spenner	\$979.10	Supervisor Salary
12/14/2017	Kim Thompson	\$931.18	Clerk Salary
12/14/2017	Theresa Stroud	\$997.43	Treasurer Salary
<b>Subtotal</b>		<b>\$12,679.52</b>	

**Consent Items Already Paid**

Barry S. Earls	\$2,347.38	Sexton Wages (11/10/17; 11/24/17; 12/8/17 )
Charlie Moses	\$286.32	PT Sexton Wages (11/10/17; 11/24/17)
Chris Carpp	\$103.07	PT Sexton Wages (11/10/1; 11/24/17; 12/8/17)
IRS	\$933.47	Federal Payroll Tax
Sheryl Moses	\$145.44	Dep Treasurer Wages (11/10/17; 11/24/17; 12/8/17)
State of Michigan	\$156.74	State Payroll Tax
<b>Subtotal</b>		<b>\$3,972.42</b>

**Grand Total** \$33,753.72

**LTES Fund Totaling: \$27,195.63**

Date	Expenditure	Amount	Description
12/14/2017	Aflac	\$216.19	Optional Supplemental Insurance
12/14/2017	BoundTree Medical	\$61.07	QR Operating Supplies
12/14/2017	Christina Benson	\$100.00	QR Training
12/14/2017	Comcast	\$26.49	Internet Service
12/14/2017	Consumers Energy	\$386.71	Utilities
12/14/2017	Crystal Flash	\$598.42	Fuel Expense (Oct & Nov)
12/14/2017	Doubleday Office Products	\$16.54	Office Supplies
12/14/2017	First National Bank - Omaha	\$436.18	Supplies/FH Maint/AntiVirus
12/14/2017	First National Bank - Omaha	\$266.13	Op Supplies/Equipment/FDTraining/FH Repair/Maint
12/14/2017	Frontier	\$191.02	Communications
12/14/2017	Gall's	\$132.45	Personal Protection Equip - Boots
12/14/2017	Ice Creations	\$200.00	Community Promo
12/14/2017	IRS	\$365.05	EFTPS Payroll Taxes
12/14/2017	Mike Anchor	\$50.00	Communications Reimbursement
12/14/2017	Moses Fire Equipment	\$5,315.55	Repairs and Maint to Equip 1721/1726/1738
12/14/2017	Moses Fire Equipment	\$3,736.00	Trailer Chevron - Grant Reimbursement
12/14/2017	Ricoh	\$99.06	Copier Contract
12/14/2017	Rose's Service Center	\$189.70	Service on 1711
12/14/2017	Shawn Mead Photography	\$372.00	Supplies
12/14/2017	State of Michigan	\$75.06	Payroll Taxes
12/14/2017	Touchtone Communications	\$21.78	Communications

12/14/2017	Village of Lawrence	\$34.09	Garbage Service (Oct & Nov)
12/14/2017	Village of Lawrence	\$142.58	Utilities
12/14/2017	Walmart	\$113.71	Supplies
12/14/2017	W Mich Assoc of Fire Chiefs	\$130.00	Membership Dues

**Sub Total      \$13,059.59**

**LTES Payroll**

12/14/2017	Michael Beach	\$51.72	Wages
12/14/2017	Charles Carpp	\$53.52	Wages
12/14/2017	Michael Carpp	\$212.71	Wages
12/14/2017	Michelle Curtis	\$156.55	Wages
12/14/2017	Morgane Curtis	\$71.47	Wages
12/14/2017	Barry S. Earls	\$140.58	Wages
12/14/2017	James Fein	\$72.85	Wages
12/14/2017	Steven Fry	\$32.87	Wages
12/14/2017	William Gaborik	\$133.82	Wages
12/14/2017	Rolla Hemingway	\$269.76	Wages
12/14/2017	Steven Leach	\$12.94	Wages
12/14/2017	Steven Lowe	\$337.01	Wages
12/14/2017	Kyle Mead	\$183.97	Wages
12/14/2017	Shawn Mead	\$65.87	Wages
12/14/2017	Eric Mills	\$30.63	Wages
12/14/2017	Kristina Pach	\$31.36	Wages
12/14/2017	Linnea Rader	\$9.31	Wages

**Sub Total      \$1,866.94**

**Consent Items Already Paid**

Michael Anchor	\$5,106.12	Chief Salary (11/10/17; 11/24/17; 12/08/17)
Karen Hardin	\$3,649.54	Secretary Wages 11/10/17; 11/24/17; 12/08/17)
State of Michigan	\$494.77	State Payroll Tax
IRS	\$3,018.67	EFTPS Payroll Tax

**SubTotal      \$12,269.10**

**Grand Total      \$27,195.63**

**Road Fund Totaling: \$180.00**

Date	Expenditure	Amount	Description
12/14/2017	VB Co Road Commission	\$ 180.00	Dry Dust Control (18 bags)

**Total Proposed Expenditures      \$180.00**

**Building Fund Totaling: \$1634.00**

Date	Expenditure	Amount	Description
12/14/2017	AGS	\$1,634.00	3 Bldg/7 Elect/4 Mech/2 Plumbing

**Total Proposed Expenditures      \$1,634.00**

Reports:

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

Rick Boze, reporting for the Van Buren County Sheriff's Department, stated that there were 35 incidents for the month of November 2017. The Citizens Academy beginning January 17, 2018 will be canceled unless more interest is shown as per the sign up sheet.

Rick Boze, representing the Van Buren Road Commission, reported that the snow budget appears to be in good shape as the snow season begins. The new supervisor for all regions has been selected and an offer has been made.

Mr. Bert Gale from Associated Government Services presented their proposed new contract and revised fees. The Board will review and discuss at a later date.

AGS has an inspection of Mr. Ron Moffit's property scheduled for early next week. His reimbursement check may be issued pending a successful inspection outcome.

Jennifer Culver of VB Co. Senior Services discussed the ballot language for the renewal of the current 0.25 mils and a second ballot proposal for an increase of another 0.25 mils. Senior Services would like to start a weekly program in Lawrence.

Commissioner Hanson reported that the county is funding the repair of the county museum's windows, the basement drainage problem to the Schuitmaker building and a new alarm system throughout county buildings.

Chief Anchor told the Board that he received notification of approval from the Michigan DNR 50/50 match Assistance Award.

A motion to approve the grant application for \$350.00 match was proposed by Thompson and seconded by Reynnells. Roll call vote. All aye. Motion carried.

The striping on the rescue trailer which was funded by the Par Plan grant is now complete. Annual service on all trucks is complete.

A motion to approve \$200.00 for community promotion and fire safety ice sculpture was made by Spenner and seconded by Thompson. Roll call vote. All aye. Motion carried.

The Village of Lawrence Administrator, Dan Faulkner reminded the Board of the joint meeting in January. The Village has purchased a used plow truck from the VBRC. The Sheriff's Department contract is currently under review. The Verizon Wireless/water tower contract has been approved. The new zoning officer is Gordon Hoover and the Sheriff's Department will be responsible for enforcement.

Treasurer Stroud explained the new treasurer reports. The exterior door of the treasurer's office needs replacing. Who is responsible for this? Treasurer Stroud would like the Board to start putting a plan in place for the Township/Treasurer combined offices.

Clerk Thompson had no report. Combined December and January reports will be presented next month.

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

The Planning Commission will be meeting in January to discuss wedding reception venues. AGS will supply possible samples. Crystal Flash is interested in installing tanks.

Clerk Thompson brought up the issue of the Amish and home businesses/echo housing. Attorney Heckman will research ordinances regarding Amish issues as they pertain to the general population.

### **OLD BUSINESS**

Lance Goodrode provided a written update on his progress for purchasing the building. The Board agreed to extend the Purchase Agreement to April 1, 2018 with the stipulation that Mr. Goodrode pay the Township \$1000.00 per month and that the building be purchased as is, where is.

### **NEW BUSINESS**

During the annual meeting of the Van Buren County Road Commission, the 2018 construction recommendations were boom mowing, spraying and 5 miles of seal coating. Trustee Reynnells is interested in how many miles and estimated man hours will be required to complete the mowing and spraying.

A motion was made by Thompson and seconded by Campagna to approve the new Land Division Application form as presented. Roll call vote. All ayes. Motion carried.  
(Attachment 1)

Clerk Thompson suggested that the Township should revise the fee schedule and forms and the remainder of the Board agreed. Clerk Thompson will work on this and present it at the annual meeting, as well as post same to the website.

Supervisor Spenner went around the room to encourage public comment. There was none.

There was discussion of Treasurer transition items and time spent to date for items not completed by the prior Treasurer. Additional hours by the Clerk have also been required. Reynnells suggested an additional payment to compensate both for the additional hours spent on the project. The Board suggested that a proposal be presented at the next meeting.

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

Meeting adjourned at 10:45 p.m.

Respectfully Submitted,

Attest,

Kim Thompson, Clerk

Donna Spenner, Supervisor

Attachment 1.

LAND DIVISION APPLICATION  
Lawrence Township – Van Buren County

\*\* Please complete all questions and include all attachments, or this application will be returned to you. When completed, bring or mail to:

Lawrence Township – Land Division  
PO Box 442  
Lawrence, MI 49064

Questions should be directed to Assessor Ben Brousseau  
Phone: 269-655-1144 Email: [ben.apgllc@gmail.com](mailto:ben.apgllc@gmail.com)

In the box below, fill in where you want this form sent, when the review is completed.

This form is designed to comply with applicable local zoning, land division ordinances and §109 of the Michigan Land Division Act (formerly the subdivision control act, P.A.288 of 1967, as amended (particularly by P.A. 591 of 1996), MCL 560.101 et seq.)

<p>Name: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p>
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**APPLICATION FEE:** The fee is \$200 for the initial split (create one new parcel and the remaining parent parcel) and \$50 for each additional parcel created. The fee is non-refundable for void or denied applications. Check payable to: LAWRENCE TOWNSHIP.

1. LOCATION of parent parcel to be split:

Address: \_\_\_\_\_

Parent parcel number: \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_

Legal description of Parent Parcel (attach extra sheets if needed):  
\_\_\_\_\_  
\_\_\_\_\_

Township, City or Village Name: \_\_\_\_\_

Does the owner own any parcels of property contiguous to the parent parcel being split? \_\_\_\_ If YES, list parcel ID(s) of Contiguous properties: \_\_\_\_\_

2. PROPERTY OWNER Information:

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

3. APPLICANT information (if not the property owner):

Contact Person Name: \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Business Address: \_\_\_\_\_

4. PROPOSAL: Describe the division(s) being proposed:

Total acreage of parent parcel and **all contiguous** property: \_\_\_\_\_

Lawrence Township Regular Board Meeting - DRAFT

December 14, 2017

Page 7 of 8

*(State Law now defines the parent parcel as all contiguous parcels under the same ownership as of March 31, 1997. The acreage used to develop the amount of division a property owner is entitled to is based on the total acreage of the entire parent tract. The remaining parent tract always counts as a new parcel for application purposes, but only counts against your number of state-entitled divisions the first time a split occurs under PA591.*

A. Number of new Parcels \_\_\_\_\_

B. Intended use (residential, commercial, etc.) \_\_\_\_\_

C. The division of the parcel provides access to an existing public road by: (check one)

\_\_\_\_\_ Each new division has frontage on an existing public road.

\_\_\_\_\_ A new public road, proposed road name: \_\_\_\_\_

(Road name cannot duplicate an existing road name.)

\_\_\_\_\_ A new private road or easement, proposed road name: \_\_\_\_\_

(Road name cannot duplicate an existing road name.)

\_\_\_\_\_ A recorded easement (driveway). (Cannot service more than one potential site.)

4A. Write here, or attach a legal description of the proposed new road, easement or shared driveway. (Attach extra sheets if needed): \_\_\_\_\_  
\_\_\_\_\_

4B. Write here or attach a legal description for each proposed new parcel. (Attach extra sheets if needed):  
\_\_\_\_\_  
\_\_\_\_\_

5A. FUTURE DIVISIONS that might be allowed but not included in this application? \_\_\_\_\_

5B. The number of future divisions being transferred from the parent parcel to another parcel? \_\_\_\_\_

Identify the other parcel: \_\_\_\_\_

(See section 109(2) of the Statute. Make sure your deed included both statements as required in section 109(3) and 109(4) of the Statute.)

6. DEVELOPMENT SITE LIMITS: Check each that represents a condition which exists on the parent parcel. Any part of the parcel:

\_\_\_\_\_ is enrolled in a PA116 program with the State of Michigan

\_\_\_\_\_ is in a DNR-designated critical sand dune area.

\_\_\_\_\_ is riparian or littoral (it is a river or lake front parcel).

\_\_\_\_\_ is affected by a Lake Michigan High Risk Erosion setback.

\_\_\_\_\_ includes a wetland.

\_\_\_\_\_ includes a beach.

\_\_\_\_\_ is within a flood plain.

\_\_\_\_\_ includes slopes more than twenty five percent (a 1:4 pitch or 14° angle) or steeper.

\_\_\_\_\_ is on muck soils or soils known to have severe limitations for on-site sewage systems.

\_\_\_\_\_ is known or suspected to have an abandoned well, underground storage tank or contaminated soils.

7. ATTACHMENTS: (All attachments must be included). Letter each attachment as shown here.

\_\_\_\_\_ A. A sealed survey by a professional surveyor with scale shown of proposed division(s) or parent parcel.

The survey must show:

(1) Current boundaries (as of March 31, 1997), and

(2) All previous divisions made after March 31, 1997 (indicate when divisions made), and

(3) The proposed division(s), and

(4) Dimensions and acreage of the proposed divisions, and

(5) Existing and proposed road/easement rights-of-way, and

(6) Easements for public utilities from each parcel to existing public utility facility, and

(7) Any existing improvements (buildings, wells, septic system, driveways, etc.)

(8) Any of the features checked in question number 6.

\_\_\_\_\_ B. Indication of approval or permit from County Road Commission for each proposed new road, easement or shared driveway.

\_\_\_\_\_ C. A copy of any transferred division rights (§109(4) of the Act) in the parent parcel.

\_\_\_\_\_ D. Application fee.

\_\_\_\_\_ E. Deed to the parent parcel recorded prior to March 31, 1997.

\_\_\_\_\_ F. Proof that all payable taxes and assessments have been paid.

Lawrence Township Regular Board Meeting - DRAFT

December 14, 2017

Page 8 of 8

8. IMPROVEMENTS: Describe any existing improvements (buildings, well, septic, etc.) which are on the parent parcel or indicate none (attach extra sheets if needed): \_\_\_\_\_

9. AFFIDAVIT and permission for municipal, county and state officials to enter the property for inspections:

I agree the statements made above are true, and if found not to be true this application and any approval will be void. Further, I agree to comply with the conditions and regulations provided with this parent parcel division. Further, I agree to give permission for officials of the municipality, county and the State of Michigan to enter the property where this parcel division is proposed for purposes of inspection to verify that the information of the application is correct at a time mutually agreed with the applicant. Finally, I understand this is only a parcel division which conveys only certain rights under the applicable local land division ordinance, the local zoning ordinance, and the State Land Division Act (formerly the Subdivision Control Act, P.A. 228 of 1967, as amended (particularly by P. A. 591 if 1996), MCL 560.101 et. seq.), and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction or other property rights. Township Land Division approval in no way guarantees the issuance of a building permit. I realize that the owner splitting the original property can assign future divisions remaining to specific parcels. If no location of these "leftover" splits is designated, they are automatically assigned to the remaining parent parcel created (see Section 109(2) of the statute. Make sure your deeds include both statements as required in section 109(3) and 109(4) of the statute). I also realize that taxes must be paid in full on the parent parcel for the deeds to be recorded and the split to be processed at the county level and that I must supply recorded or unrecorded documents to the township to finalize the division.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Reviewer's Action: Do Not Write Below This Line**

TOTAL: \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_

Parcel ID#(s) \_\_\_\_\_

# of Splits Allowed by Statute: \_\_\_\_\_

# of Splits Requested by Applicant: \_\_\_\_\_

\_\_\_\_\_ Approved: Conditions, if any: \_\_\_\_\_

\_\_\_\_\_ Denied: Reasons (cite §): \_\_\_\_\_

\_\_\_\_\_  
Signature – Land Division Administrator

\_\_\_\_\_  
Date

*Revised 12-14-2017 Prior versions will NOT be accepted*