

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 Mose, Jennifer Carver and Dan Faulkner.

Motion made by Reynnells, and 2nd 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, 2nd by Campagna, to approve the December 14, 2017 expenditures as amended.

Roll call vote: All ayes. Motion carried.

General Fund Totaling: \$33,753.72

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

Van Buren County Clerk	\$300.00	Election Equipment
Village of Lawrence	\$34.08	Garbage Service (Oct & Nov)
Village of Lawrence	\$65.46	Utilities-Bank Bldg
Vineyard Press	\$75.25	Print/Publish - Treasurer Replacement
Subtotal	\$17,101.78	
Payroll		
Ben Brousseau	\$9,771.81	Assessor Salary & Parcel Review Payment
Donna Spenner	\$979.10	Supervisor Salary
Kim Thompson	\$931.18	Clerk Salary
Theresa Stroud	\$997.43	Treasurer Salary
Subtotal	\$12,679.52	
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
Subtotal	\$3,972.42	
Grand Total	\$33,753.72	

LTES Fund Totaling: \$27,195.63

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

Lawrence Township Regular Board Meeting

December 14, 2017

Page 3 of 8

State of Michigan	\$75.06	Payroll Taxes
Touchtone Communications	\$21.78	Communications
Village of Lawrence	\$34.09	Garbage Service (Oct & Nov)
Village of Lawrence	\$142.58	Utilities
Walmart	\$113.71	Supplies
W Mich Assoc of Fire Chiefs	\$130.00	Membership Dues
Sub Total	\$13,059.59	
LTES Payroll		
Michael Beach	\$51.72	Wages
Charles Carpp	\$53.52	Wages
Michael Carpp	\$212.71	Wages
Michelle Curtis	\$156.55	Wages
Morgane Curtis	\$71.47	Wages
Barry S. Earls	\$140.58	Wages
James Fein	\$72.85	Wages
Steven Fry	\$32.87	Wages
William Gaborik	\$133.82	Wages
Rolla Hemingway	\$269.76	Wages
Steven Leach	\$12.94	Wages
Steven Lowe	\$337.01	Wages
Kyle Mead	\$183.97	Wages
Shawn Mead	\$65.87	Wages
Eric Mills	\$30.63	Wages
Kristina Pach	\$31.36	Wages
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

Expenditure	Amount	Description
VB Co Road Commission	\$ 180.00	Dry Dust Control (18 bags)
Total Proposed Expenditures	\$180.00	

Building Fund Totaling: \$1634.00

Expenditure	Amount	Description
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

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

Name: _____

Address: _____

City/State/Zip: _____

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.)

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:

Lawrence Township Regular Board Meeting

December 14, 2017

Page 7 of 8

Total acreage of parent parcel and all contiguous property: _____

(State Law ow 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 divisions(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

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 of 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