

**Lawrence Township Regular Board Meeting Minutes**

**July 11, 2019**

**Page 1 of 11**

**Lawrence Township Regular Board Meeting**

**July 11, 2019**

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

Present: Kim Thompson, Clerk; Theresa Stroud, Treasurer; Russ Reynnells, Trustee and Mike Carpp, Trustee.

Absent: Donna Spenner, Supervisor

Also Present: Attorney Brien Heckman, Rick Boze, Don Hanson, Jeff Moses, Maria Di Prima, Bill Hardin and Danny Higgs.

Motion by Reynnells and second by Carpp to approve the June 13, 2019 Regular Board Meeting Minutes as amended. All aye. Motion carried.

Motion by Reynnells and second by Carpp to accept the July 2019 Expenditures as amended. Roll call vote. All aye. Motion carried.

**General Fund Totaling: \$49,108.63**

<b>Expenditure</b>	<b>Amount</b>	<b>Description</b>
Aflac	114.49	Optional Insurance
Associated Government Services	\$187.50	Special Inspection/PC
AT&T	\$96.25	Cemetery Communications
Attorney Brien Heckman	\$917.10	SAD/Meetings/ZBA (June Invoices)
Best Way Disposal	\$73.37	NTH Garbage Service
Carrot Top Industries	\$228.38	Flags
Comcast	\$39.96	Internet Service Provider
Consumer's Energy	\$65.39	Utilities-GF Fire Hall
Consumer's Energy	\$64.76	Utilities-Cemetery Memorial
Crystal Flash	\$303.69	Cemetery Fuel
First National Bank - Omaha	\$145.35	Cemetery Maint/ Library Maint/NTH Supplies
First National Bank - Omaha	\$1,037.43	Clerk Training/Computer Software/Sen Serv Supplies
First National Bank - Omaha	\$56.15	Clerk Postage
First National Bank - Omaha	\$230.33	Treasurer Software
Frontier	\$243.33	Communications
IRS	\$12,751.87	EFTPS Monthly Tax Payment
KCI	\$1,834.66	Tax Bill Postage & Newsletter
Kim Thompson	\$9.69	Cash Reimbursement for Senior Serv. Supplies
Ricoh	\$211.49	Copier Contract
Service Plus Office Supplies	\$644.93	Treasurer Office Supplies
State of Michigan	\$1,340.46	Payroll Taxes

**Lawrence Township Regular Board Meeting Minutes**

**July 11, 2019**

**Page 2 of 11**

Van Buren Co Clerk	\$29.40	Voter Card Printing
Van Buren Co Sheriff's Office	\$859.94	Contracted Services
Village of Lawrence	\$15.70	Garbage Service
Village of Lawrence	\$34.72	Utilities-Bank Bldg
Wolf Kubota	\$104.01	Equipment Repair/Maint
<b>Subtotal</b>	<b>\$21,640.35</b>	
<b>Payroll</b>		
Ben Brousseau	\$17,337.04	Assessor Salary & 2019 Parcel Review
Donna Spenner	\$1,043.42	Supervisor Salary
Kim Thompson	\$1,050.25	Clerk Salary
Michael Carpp	\$440.50	Trustee Salary
Russell Reynnells	\$362.50	Trustee Salary
Theresa Stroud	\$1,205.83	Treasurer Salary
<b>Subtotal</b>	<b>\$21,439.54</b>	
<b>Consent Items Already Paid</b>		
Barry S. Earls	\$2,049.65	Sexton Wages (6/21/19; 7/5/19)
Charles Moses	\$633.68	PT Sexton Wages (6/21/19; 7/5/19)
Chris Carpp	\$103.07	PT Sexton Wages (6/21/19; 7/5/19)
IRS	\$824.62	Federal Payroll Tax
State of Michigan	\$154.96	State Payroll Tax
Sheryl Moses	\$158.57	Dep Treasurer Wages (6/21/19; 7/5/19)
Liberty Mutual Insurance	\$2,104.19	Worker Comp Final Audit Adjustment
<b>Subtotal</b>	<b>\$6,028.74</b>	
<b>Grand Total</b>	<b>\$49,108.63</b>	

**LTES Fund Totaling: \$23,891.75**

<b>Expenditure</b>	<b>Amount</b>	<b>Description</b>
Aflac	\$122.43	
Bio Care, Inc	\$3,704.00	Annual Physicals
Comcast	\$19.99	Internet Service
Consumers Energy	\$261.52	Utilities
Crystal Flash	\$320.67	Fuel Expense
First National Bank - Omaha	\$366.52	Supplies/FD Trn/QR Trn/FH Supplies/Equip Repair
Frontier	\$119.84	Communications
IRS	\$273.62	EFTPS Payroll Taxes
Mike Anchor	\$70.00	Communications Reimbursement
Moses Fire Equipment	\$147.35	Equipment Repair - Calibration Gas
Moses Fire Equipment	\$104.65	Equipment Repair - #1726
Moses Fire Equipment	\$40.95	Equipment Repair - #1738
Moses Fire Equipment	\$529.60	Equipment Repair - #1710
Moses Fire Equipment	\$36.00	Equipment Repair - #1721

**Lawrence Township Regular Board Meeting Minutes**

**July 11, 2019**

**Page 3 of 11**

Moses Fire Equipment	\$4,834.82	Video Camera Equipment & Install - **Grant**
First National Bank - Omaha	\$26.59	FH Supplies
North Breathing Air, LLC	\$187.00	Equipment Repair
Ricoh	\$211.48	Copier Contract
State of Michigan	\$65.97	Payroll Taxes
Tapper Ford	\$321.65	Repair to 1711
Village of Lawrence	\$15.70	Garbage Service
Village of Lawrence	\$75.64	Utilities
Walmart	\$60.40	Supplies
<b>Sub Total</b>	<b>\$11,916.39</b>	
<b>LTES Payroll</b>		
Michael Beach	\$69.94	Wages
Charles Carpp	\$44.11	Wages
Michael Carpp	\$255.14	Wages
Michelle Curtis	\$74.61	Wages
Morgane Curtis	\$97.32	Wages
Barry S. Earls	\$106.15	Wages
James Fein	\$102.05	Wages
William Gaborik	\$116.43	Wages
Rolla Hemingway	\$210.94	Wages
Tanner Jackson	\$154.91	Wages
David Leach	\$46.63	Wages
Steven Lowe	\$237.75	Wages
<b>Sub Total</b>	<b>\$1,515.98</b>	
<b>Consent Items Already Paid</b>		
Liberty Mutual Insurance	\$1,965.81	Workers Comp Audit Adjustment
Michael Anchor	\$3,594.19	Chief Salary (6/21/19; 7/5/19)
Karen Hardin	\$2,620.79	Secretary Wages (6/21/19; 7/5/19)
State of Michigan	\$340.94	State Payroll Tax
IRS	\$1,937.65	EFTPS Payroll Tax
<b>Sub Total</b>	<b>\$10,459.38</b>	
<b>Grand Total</b>	<b>\$23,891.75</b>	

**Building Fund Totaling: \$3,112.00**

<b>Expenditure</b>	<b>Amount</b>	<b>Description</b>
AGS	\$3,112.00	3 Bldg/4 Elect/1 Mech/2 Plumbing
<b>Total Proposed Expenditures</b>	<b>\$3,112.00</b>	

**Van Buren County Sheriff Department**

Deputy Paul Graham introduced himself as our new enforcement control officer. There were 28 calls for the month of June.

## **Lawrence Township Regular Board Meeting Minutes**

**July 11, 2019**

**Page 4 of 11**

### **Van Buren County Road Commission**

Rick Boze reported that there were 22 service requests for the month of June, with 3 unresolved. Dust Control on gravel roads will be completed soon. The Road Commission will be hiring a full time Managing Director and will contract out Engineering Duties as needed. The department is also investigating a new system where the public can report road related problems via their cell phone. They hope to have this in place by August.

### **Village of Lawrence**

No report.

### **LTES**

Chief Anchor informed the Board that FEMA Grants are awarded on Friday's. LTES is still in the running but no word yet. Four of the apparatus in the fleet (1710, 1726, 1728 and 1731) have all had recent issues of a mechanical nature. All either have been or are currently being resolved.

Fire calls are down 50% from last year and EMS is up by 11%.

The annual LTES Picnic is scheduled for July 27<sup>th</sup> at the Spenner's.

### **Treasurer**

Treasurer Stroud presented her monthly reports. Tax bills have all gone out and the consolidation of bank accounts is now complete. There has been no further activity for delinquent personal property taxes.

### **Clerk**

Clerk Thompson presented the monthly financial statements. The annual audit is completed.

### **ZBA**

There was no report from ZBA.

### **Planning Commission**

The Planning Commission continues to work on the Medical Marijuana Ordinance. They have recommendations and questions for the Board. A meeting has been scheduled for July 22<sup>nd</sup> at 6:00 for the ZBA and the Board to discuss the issues.

Medical marijuana grow facilities are not considered agricultural but rather industrial. So zoning is also a matter of discussion.

### **Senior Services**

The Senior Services luncheons are continuing to grow in attendance. The July 22<sup>nd</sup> luncheon will not be held at the New Town Hall building due to construction. It will instead be a picnic in the park under the pavilion. Kim will be meeting next week with Senior Services of VB County to discuss what services they are providing to Lawrence seniors.

## **Lawrence Township Regular Board Meeting Minutes**

**July 11, 2019**

**Page 5 of 11**

### **Van Buren County Board of Commissioners**

Don Hanson reported that delinquent real taxes are being paid out now. The Health Department has received a \$40 thousand veterans grant for dental services to veterans.

The Health Department is concerned over a rise in Hepatitis A cases in our community. Van Buren and Cass Counties will be offering free vaccines at the Cass and Van Buren County fairs.

### **OLD BUSINESS**

#### **Reynolds Lake Aquatic Weed Treatment – SAD**

William and Karen Hardin petitioned the Board to remove their property parcel from the Reynolds Lake Special Assessment District as they recently discovered that their frontage cannot (and has not) been treated for aquatic weeds. The EGLE Permit issued in May 2019 stipulated that there be a 300-foot setback from the overflow drain that could not be treated for environmental reasons. This setback includes a large portion of the Hardin's lakefront footage.

Attorney Heckman explained that once you are in the district, you cannot be removed. He also stated that he had been in contact with PLM Lake Management and they will be petitioning EGLE for a possible adjustment to the setback. Brien will work with PLM and EGLE for remediation. Meanwhile, it was suggested that the Hardin's monitor the drain because if it stops flowing then PLM can spot treat.

#### **New Town Hall Update**

See Meeting Minutes. (Attachment 1)

#### **Invasive Plant Control Grant Program**

The Michigan Aquatic Invasive Plant Control Grant Program is currently only funding permit application fees. We will re-visit this if and when the grant funding is expanded.

#### **SafeBuilt**

AGS is not agreeable to non-exclusive provision during the 60-day notice time frame. Continue to use AGS until further notice. Document and e-mail AGS and copy Brien with any new issues. September 1<sup>st</sup> will complete the 60-day time frame. We will begin using the new permit applications at this time.

Resolution offered by Thompson and second by Carpp to approve the SafeBuilt permit applications. Roll call vote. All aye. Motion carried. (Attachment 1)

### **NEW BUSINESS**

#### **Truth in Taxation**

A resolution was offered by Reynnells and second by Stroud to schedule the Truth in Taxation Hearing for August 8, 2019 at 6:30 p.m. Roll call vote. All aye. Motion carried. (Attachment 2)

#### **Public Comment**

None

**Lawrence Township Regular Board Meeting Minutes**

**July 11, 2019**

**Page 6 of 11**

With no further business to attend to, a motion was made by Reynnells and supported by Carpp to adjourn the meeting.

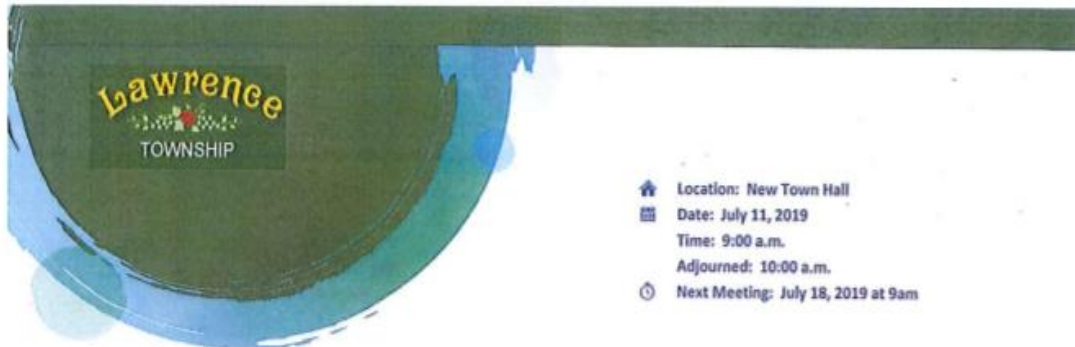
Meeting adjourned at 9:29 p.m.

Respectfully Submitted,

Attest,

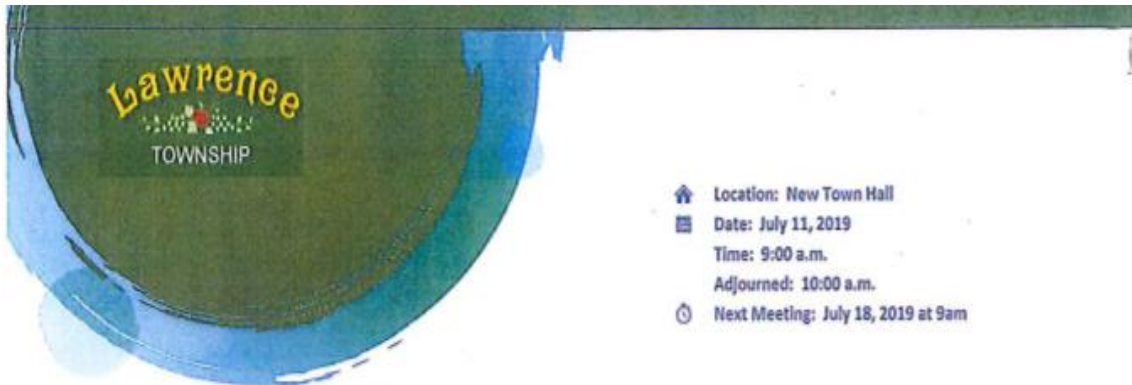
Kim Thompson, Clerk

Donna Spenner, Supervisor



## Meeting Minutes

- I. Kim Thompson reviewed the Action Items from the last meeting. The following items were completed:
  - a) Distribute schedule & contact list
  - b) Key Box (located by gas meter...code is 4121)
  - c) Gas pipe change order – not needed since there is enough space for the new exterior coating
- II. Adam Garland provided a status of the building permit. After multiple delays, the last info was that there was confusion since the original submission from Richard Schramm showed an address of 205 N Paw Paw. The plans clearly show the project at 411 N Paw Paw and the submission to the state included our official address for the Township of 205 N Paw Paw. All agreed this made no sense but is what it is. Dave Regozi, Building Inspector for the State of Michigan, provided verbal instruction to Adam that he can proceed with any activities that would not require an inspection. Kim will contact Dave Regozi to provide an email to that effect so there is official confirmation in case Dave becomes unavailable. Adam and Kim have also contacted the Village Manager, Dan Faulkner, to assist, since this has been going on for months.
- III. Upon further review of the exterior HVAC venting, to move the vents to the interior of the building would open up the entire building to oversight of the mechanical inspector and we may not want to do that. We will keep as-is and look at moving to the interior of the building as part of phase 2.
- IV. Review of the suggestion to eliminate some of the fire walls around the record retention and mechanical rooms has revealed that changing would require a more complex fire damper system since we would need horizontal dampers, which cost much more for parts and labor and take longer to obtain. The current plan uses vertical dampers. All agreed to keep to the original plan and take the fire walls around both rooms up to the roof deck.
- V. Demo of the office area will be completed today.
- VI. Electrical rough in can start Monday. Dave Davis, Esper, will submit the electrical permit application.
- VII. New ceiling drywall will be installed next week after Esper completes their ceiling light rough in.



- VIII. The sidewalk will be done this week. Estimate pouring cement on Friday for some. Electrical will need to be stubbed in for the parking/sidewalk lighting before the pour.
- IX. The grill storage box door fell off when the crew tried to move the storage box. The whole thing is about to fall apart. Kim called Gordan Hover who confirmed the grill can be removed and set by the other storage building and the storage box can be put in the dumpster.
- X. The exhaust fan on the south end of the building will be removed along with the smoke eaters. The switch for the fan will be removed, as well, since it is in the middle of where the large screen will be mounted.
- XI. Rich , from the Van Buren County Health Dept, met and reviewed the kitchen area and plans. He had the following requirements/recommendations:
  - a) He said that when the triple sink is reinstalled after the fire wall, to adjust the current design and add a 1" air gap and add a grease trap.
  - b) He also said the broken cook top will need to be repaired or replaced. .
  - c) He stated that with the double oven and range top, there should be a 6-8 foot hood for heat removal.
  - d) We must reinstall the hand sink
  - e) We must remove the current dishwasher or replace with a commercial dishwasher.
  - f) We can use the large room and kitchen during office construction provided the door remains shut.
  - g) Recommendation to reconfigure where the store/cook top is placed. Since one of the double ovens is bad and the cook top needs to be replaced, we could replace everything with 2 residential oven/range units with a single hood. The utilization of the ovens/range tops is considered light, therefore, does not require commercial-grade units.
  - h) Kim will need to provide an updated drawing showing the new configuration.
  - i) We need to add signs to both bathroom doors – "Employees Must Wash Hands"
  - j) Recommended we check out Biddergy for used stainless counters, etc. since it looks like the existing wood structures may not survive the removal/reinstall process.



Lawrence Township Regular Board Meeting Minutes

July 11, 2019

Page 9 of 11



Action Items	Owner(s)	Deadline	Status
Verify w/VBCHD	Kim Thompson	6/30/19	Complete
Distribute schedule & contact list	Cara Hill	6/26/19	Complete
Key Box	Adam Garland	6/30/19	Complete
HVAC change order	Ken Field	6/30/19	Not needed
Exterior change order	Jim Schelb	6/30/19	In Progress
Gas Pipe change order	Ken Field	6/30/19	Not needed
Electric change order	Dave Davis	6/30/19	In Progress
Demo & Bldg Permits	Adam Garland	7/8/19	In Progress
Fire Wall change order	Adam Garland	7/8/19	Not needed
Revised Kitchen Plan	Kim Thompson	7/18/19	In Progress

Meeting Attendees

Name	Company Name
Kim Thompson	Lawrence Township
Adam Garland	Adam Garland Construction
Cara Hill	Adam Garland Construction
Joe Pendowski	Adam Garland Construction
Ken Field	Field Plumbing & Heating
Dave Davis	Esper Electric
Jim DeGroff	Summitt Fire
Mike McCrum	Summitt Fire
Jim Schelb	Advanced Custom Interiors – ACI
Rich R	Van Buren County Health Dept



Attachment 1

Resolution # \_\_\_\_\_

**RESOLUTION OF THE LAWRENCE TOWNSHIP**

**BOARD OF TRUSTEES**

**APPROVING SAFE BUILT FORMS**

Said resolution is adopted at a REGULAR meeting held on 07/11/2019 at 7:00 P.M. at 205 N. Paw Paw St., Lawrence, MI 49064.

WHEREAS, Lawrence Township has retained SAFEbuilt Michigan, LLC ("SafeBuilt") to provide building official, zoning administrator and other services;

WHEREAS, SafeBuilt has submitted forms and applications for use in its capacity as the Township's Agent;

WHEREAS, the Township Board has reviewed said forms and applications on today's date;

NOW THEREFORE, THE LAWRENCE TOWNSHIP BOARD OF TRUSTEES HEREBY RESOLVES that the forms and applications reviewed on 07/11/2019 are hereby approved for use.

Motioning Board Member: Thompson  
Seconded by: Carpp

Roll Call Vote: Yes: Thompson, Stroud, Reynnells, Carpp  
No: \_\_\_\_\_

**The resolution is declared 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 07/11/2019.

Date: 7/11/19 Kim Thompson  
Kim Thompson, Clerk

Attachment 2

Resolution #

RESOLUTION OF THE LAWRENCE TOWNSHIP

**BOARD OF TRUSTEES**

**REGARDING THE SCHEDULING OF THE TRUTH IN TAX HEARING**

Said resolution is adopted at a REGULAR meeting held on July 11, 2019 at 7:00 P.M. at 205 N. Paw Paw St., Lawrence, MI 49064.

WHEREAS, Lawrence Township requires ad valorem taxes on all taxable property within its boundaries to provide for the proper functioning of Township;

THEREFORE, it is resolved a Truth in Taxation hearing shall be scheduled and noticed for public hearing for August 8, 2019 at 6:30 p.m., at the above address, regarding a proposed increase of 0.0289 mills in the operating tax millage rate to be levied on property in 2019.

Motioning Board Member: Reynells  
Seconded by: Stroud

Roll Call Vote: Yes: Thompson, Stroud, Carpp, Reynells

No: \_\_\_\_\_

The resolution is adopted.

I hereby certify the foregoing constitutes a true and complete copy of a resolution by the Lawrence Township Board of Trustees, County of Van Buren, Michigan, at a regular or special meeting as indicated above, held on July 11, 2019.

Date: 7/11/19

[Signature]  
Clerk/Dpt. Clerk