

June 13, 2011

## LAPEER TOWNSHIP REGULAR BOARD MEETING

Lapeer Township Offices and Community Building  
1500 Morris Road, Lapeer Township, Lapeer County, Michigan

**BOARD PRESENT:** Clerk Dawn Walker, Supervisor Scott Jarvis, Treasurer Lori Ann Taylor, Trustees John Rutzen and Bill Blaine.

**OTHERS PRESENT:** Police Chief William Marshall, Leonard Lumley, Commissioner Lenny Schneider, Ken Ewing, Ashley Neumeyer and Brandon Szczesny and Deputy Clerk Nancy Bradford.

Supervisor Jarvis called the meeting to order at 7:00 p.m. Everyone stood for the Pledge of Allegiance.

**AGENDA:** *MOVED by Walker, support by Taylor to approve the agenda as presented. The agenda was approved unanimously.*

The annual meeting opened by Supervisor Jarvis at 7:00 p.m.

The annual meeting was closed at 7:30 p.m. by Supervisor Jarvis, with the regular meeting being reconvened at 7:30 p.m.

**CONSENT**

**AGENDA:**

General correspondence for review:  
Police Statistics for May 2011  
Fire Report for May 2011  
Fire Contract Letter from City of Lapeer Manager, Dale Kerbyson

Discussion ensued amongst the board members regarding recent discussions with Lapeer City Manager, Dale Kerbyson. The board unanimously agreed to continue to interpret the fire protection contract with the City of Lapeer for the 2010-2011 fiscal year at the Consumer Price Index set by the State of Michigan as being "a negative increase", per Township attorney opinion.

Commissioner Schneider arrived at 7:35 p.m.

**PUBLIC TIME:** Commissioner Schneider spoke briefly on behalf of the County Commission. Topic of discussion included the upcoming annual public hearing to set the county mileage rate and the budget negotiation process.

**TREASURERS  
REPORT  
M-075-11:**

### MAY 2011

FUND	CLOSING BALANCE
<b>UNRESTRICTED FUNDS</b>	
Lapeer County Bank & Trust - General Fund Checking	\$555.60
Lapeer County Bank & Trust - General Fund Saving	\$54,453.52
Comerica - Revolving Improvement	\$56,937.26
Comerica - Revolving Improvement, Money Market - .55% matures June 2011	\$140,425.19
Comerica - Capital Improvement	\$8,440.73
Comerica - Capital Improvement, Money Market - .55% matures June 2011	\$100,293.12
Comerica - General Fund J-Account	\$114,617.12

Huntington Bank Revolving Improvement - CD 1.26% matures June 2011	\$100,000.00
Huntington Bank Capital Improvement - CD 1.26% matures June 2011	\$100,000.00
Chase Bank - Investment	\$156,600.78
Cutwater Investment	\$13,439.87
Cutwater Investment, State Share Revenue	\$182,677.32
Lapeer County Bank & Trust - CDAR's - 0.67% matures March 2012	\$200,000.00
Lapeer County Bank & Trust #1 - .50% matures April 2012	\$102,936.30
Lapeer County Bank & Trust #2 - 2% matures June 2011	\$154,054.96
<b>General Township Working Totals:</b>	<b>\$1,485,431.77</b>
<b>Money Market / Certificate of Deposit / Investment Only:</b>	<b>\$627,031.91</b>
<b>RESTRICTED FUNDS</b>	
Lapeer County Bank & Trust - Disaster Contingency	\$300.45
Lapeer County Bank & Trust - Liquor Law Enforcement	\$935.59
Lapeer County Bank & Trust - Cemetery Trust	\$34,435.25
Lapeer County Bank & Trust - Trust & Agency	\$147.86
Lapeer County Bank & Trust - Lapeer Township Police Community Service	\$1,568.08
PNC - Delinquent Tax Collection	-
LCBT - Tax Collection	\$972.12

**MOVED** by Walker, support by Blaine to accept the May Treasurers' report. A vote was taken. Yes: All (5). **MOTION CARRIED.**

M-076-11:

**MOVED** by Rutzen, support by Taylor to approve the May 9, 2011 regular board minutes as written. A vote was taken. Yes: All (5). **MOTION CARRIED.**

CLERKS  
REPORTS:

Clerk Walker presented the following:

- Budget amendments.
- Vouchers presented from May 16<sup>th</sup> thru June 15<sup>th</sup>, including payroll from June 6<sup>th</sup>.

Discussion followed.

Budget Amendments needed for current month as follows:

LAPEER TOWNSHIP, GENERAL FUND, BUDGET AMENDMENTS JUNE 2011	INCREASE	DECREASE
101699258 · Received from Contingency Disaster		0.75
101699471 · Received from Capital Improvement		51,897.00
101852720 · Pension Administration	162.00	
101861718 · Township Pension Control	2,700.00	
101870715 · Unemployment, Reimbursing		162.00
101851910 · Insurance and Bonds		1,700.00
101890890 · Contingencies		2,000.00
101101810 · Trustees - Membership Subscription		150.00
101101880 · Trustees - Community Promotion	350.00	
1012157160 · Clerk - Health Insurance	170.00	
1012158600 · Clerk - Conferences, Education		245.00
1012159850 · Clerk - Software	75.00	
1012477050 · Board of Review - Wages Per Diem		200.00
1012537270 · Treasurer - Office Supplies	70.00	

1012539640 · Treasurer - Property Tax Chargebacks		70.00
1012627270 · Elections -Office Supplies	50.00	
1012628010 · Elections - Professional Services		50.00
1012637290 · General Office - Postage		700.00
1012638010 · General Office - Professional Services	400.00	
1012638500 · General Office - Telephone	300.00	
1012639790 · General Office - Office Equipment, Furniture	425.00	
1012659300 · Twp. Hall Grounds - Maintenance, Repairs		35.00
1012659450 · Twp. Hall Grounds - Lease, Security Systems	35.00	
1012659750 · Twp. Hall Grounds - Building, Improvements		425.00
1012668011 · Attorney - Contract Government Body	1,500.00	
1012668016 · Attorney - Contract Tax/Assessing		1,500.00
1013017041 · Law Enforcement - Wages- Crossing Guard	60.00	
1013017042 · Law Enforcement - Wage - Deer removal		200.00
1013017400 · Law Enforcement - Operating Supplies	2,100.00	
1013017420 · Law Enforcement - Operating Supplies- Gas	1,200.00	
1013018010 · Law Enforcement - Professional Services		750.00
1013018600 · Law Enforcement - Conferences, Education		410.00
101336801 · Fire Service - Professional Service	993.00	
1013369740 · Fire Service - Land Improvements		993.00
1014008011 · Planning Comm. - Professional Services - Twp Eng		4,000.00
1014489200 · Streetlights Electricity	2,000.00	
1017519560 · Recreation, Miscellaneous	1,560.00	
1017519740 · Recreation, Land Improvement		45,897.00
1017519750 · Recreation - Building, Improvements	34,000.00	
1017519790 · Recreation Equipment	10,337.00	
1012767400 · Cemetery - Operation Supplies	100.00	
1012768010 · Cemetery - Professional Services		100.00
1012768020 · Cemetery - Contractual Mowing	1,280.00	
1012769760 · Cemetery - Buildings & Grounds Improvement		280.00

BUDGET  
AMENDMENTS:  
M-077-11:

***MOVED*** by Rutzen, support by Taylor to approve the budget amendments. A roll call was taken. Rutzen; yes, Taylor; yes, Jarvis; yes, Blaine; yes, Walker; yes. ***MOTION CARRIED.***

PAYMENT OF  
VOUCHERS:  
M-078-11:

***MOVED*** by Blaine, support by Jarvis to approve payment of the vouchers. A roll call was taken. Blaine; yes, Jarvis; yes, Walker; yes, Rutzen; yes, Taylor; yes. ***MOTION CARRIED.***

INSTALLMENT  
PAYMENTS:  
P-002-11:

***MOVED*** by Walker, support by Rutzen to adopt the following Installment Payment Policy. A roll call vote was taken. Walker; yes, Rutzen; yes, Taylor; yes, Jarvis; yes Blaine; yes. ***MOTION CARRIED.***

The Lapeer Township board; upon board motion may grant that an allowable debt to the Township be paid off by installment payments. If a motion for installment payments is granted; an agreement shall be signed by the debtor as follows:

For a debt in the amount of \$1,000 or less; minimum monthly payments shall equal 10% of the original debt; or  
For a debt in the amount of \$1,001 or more; minimum monthly payments shall equal 5% of the original debt.

## 2011-2012 GENERAL APPROPRIATIONS ACT – BUDGET

R-007-11:

A resolution to establish a general appropriations act for Lapeer Township; to define the powers and duties of the Lapeer Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

The Board of Trustees of Lapeer Township resolves:

### Section 1: Title

This resolution shall be known as the Lapeer Township General Appropriations Act.

### Section 2: Chief Administrative Officer

The Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

### Section 3: Fiscal Officer

The Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

### Section 4: Public Hearings on the Budget

For general law townships: Pursuant to MCLA 141.412; MCLA 141.413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation, being the LA View Newspaper on April 21, 2011, and a public hearing on the proposed budget was held on Monday, May 9, 2011.

### Section 5: Estimated Revenues

Estimated Township General Fund revenues for fiscal year 2011-2012, including an allocated millage of 1.6072 mills; and various miscellaneous revenues shall total \$ 718,864.00.

### Section 6: Millage Levy

The Lapeer Township Board shall cause to be levied and collected the general property tax on all real and personal property within the Township upon the current tax roll an amount equal to 1.6072 mills as authorized under state law and approved by the electorate.

### Section 7: Estimated Expenditures

Estimated Township General Fund expenditures for fiscal year 2011-2012 for the various Township activities are as follows:

101852 – Other Functions	97,983.75
101101 – Trustees & Governing Body	14,130.00
101171 – Supervisor	33,345.00
101181 – Committee Members	3,100.00
101215 – Clerk	49,730.00
101223 – Audit	6,500.00
101247 – Board of Review	1,820.00
101253 – Treasurer	34,200.00
101257 – Assessor	38,219.00
101262 – Elections	6,300.00
101263 – General Office	44,240.00
101265 – Township Hall Grounds	37,200.00
101266 – Attorney	4,200.00
101651 – Health & Welfare	10,112.00
101301 – Law Enforcement	115,820.00
101336 – Fire Service	148,125.00
101371 – Inspection & Enforcement	150.00
101400 – Planning Commission	15,200.00
101410 – Zoning Board of Appeals	1,400.00
101440 – General Public Works	1,700.00
101445 – Drains at Large	1,000.00
101446 – Roads & Bridges	265,000.00
101448 – Streetlights	12,000.00
101751 – Recreation & Culture	9,850.00

101276 – Cemetery

12,330.00

Total Expense

\$ 963,654.75

**Section 8: Adoption of Budget by Reference**

The general fund budget of Lapeer Township is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this act.

**Section 8.01: Adoption of 150 – Cemetery Trust Fund**

The Cemetery Trust Fund budget of Lapeer Township is hereby adopted by reference, with revenues budgeted of \$65.00, and activity expenditures budgeted of \$65.00.

**Section 8.02: Adoption of 212 - Liquor Law Enforcement**

The Liquor Law Enforcement budget of Lapeer Township is hereby adopted by reference, with revenues budgeted of \$826.00, and activity expenditures budgeted of \$826.00.

**Section 9: Adoption of Budget by Cost Center**

The Board of Trustees of Lapeer Township adopts the 2011-2012 fiscal year general fund budget by cost center. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each cost center, and may make transfers among the various line items contained in the cost center appropriation. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior board approval by budget amendment.

**Section 10: Appropriation not a Mandate to Spend**

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any township order for expenditures that exceed appropriations.

**Section 11: Periodic Fiscal Reports**

The Fiscal Officer shall transmit to the board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations, including, but not limited to: a summary statement of the actual financial condition of the general fund at the end of the previous quarter (month); a summary statement showing the receipts and expenditures and encumbrances for the previous quarter (month) and for the current fiscal year to the end of the previous quarter (month).

**Section 12: Limit on Obligations and Payments**

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

**Section 13: Budget Monitoring**

Whenever it appears to the Fiscal Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Fiscal Officer shall present to the Township Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

**Section 14: Violations of This Act**

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in P.A. 621 (1978).

**Section 15: Board Adoption**

Motion made by Walker, support by Blaine to adopt the foregoing resolution.

Upon a roll call vote, the following voted, aye: Walker, Blaine, Rutzen, Taylor, Jarvis.

Nays: none.

Abstain: none.

The Supervisor declared the motion carried and the resolution duly adopted on the 13th day of June 2011.

MTA INVOICE: **MOVED** by Jarvis, support by Rutzen to approve payment of the Michigan Township Association 2011-2012 dues in the amount of \$3,176.66. A vote was taken. Yes: M-079-11: All (5). **MOTION CARRIED.**

NEIGHBORHOOD **MOVED** by Rutzen, support by Walker to approve the Neighborhood Parks Ordinance No. 17 as presented. A roll call vote was taken. Rutzen; yes, Walker; O-001-11: yes, Jarvis; yes, Blaine; yes, Taylor; yes. **MOTION CARRIED.**

CIVIL INFRACTION **MOVED** by Walker, support by Blaine to approve the Civil Infraction Ordinance No. ORDINANCE 35.1 as presented. A roll call vote was taken. Walker; yes, Blaine; yes, Taylor; yes, O-002-11: Rutzen; yes, Jarvis; yes. **MOTION CARRIED.**

FIREWORKS **MOVED** by Jarvis, support by Walker to appropriate \$200.00 in support of the CONTRIBUTION Armistice / Independence Day celebration. A vote was taken. Yes: All (5). M-080-11: **MOTION CARRIED.**

NOISE ORDINANCE **MOVED** by Jarvis, support by Rutzen to approve Noise Ordinance No. 31.2 as O-003-11: presented. A roll call vote was taken. Jarvis; yes, Rutzen; yes, Blaine; yes, Taylor; yes, Walker; yes. **MOTION CARRIED.**

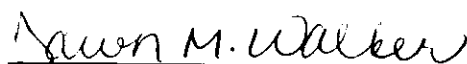
EMS ASSESSMENT: **MOVED** by Walker, support by Jarvis to pay the assessment in four quarterly M-081-11: payments over the course of the fiscal year beginning July 1, 2011 for a total of \$10,112.00. A vote was taken. Yes: All (5). **MOTION CARRIED.**

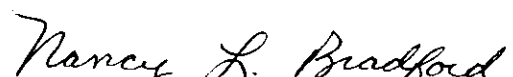
BODY ARMOR **MOVED** by Taylor, support by Blaine to adopt the mandatory Body Armor Policy POLICY: as written. A roll call vote was taken: Taylor; yes, Blaine; yes, Jarvis; yes, Rutzen; P-003-11: yes, Walker; yes. **MOTION CARRIED.**

DITCHING **MOVED** by Jarvis, support by Blaine to approve the quote from the Lapeer County PROJECT: Road Commission for ditching and erosion control along the east side of Maple M-082-11: Grove Road just south of pine creek at a total cost of \$5,000.00. A roll call vote was taken. Jarvis; yes, Blaine; yes, Taylor; yes, Walker; yes, Rutzen; yes. **MOTION CARRIED.**

PUBLIC TIME: Commissioner Schneider addressed the board in regards to a grass cutting ordinance. The condition of the road at the entrance into Tanglewood subdivision was also discussed.

ADJOURNMENT: **MOVED** by Blaine, support by Jarvis to adjourn the meeting. The meeting was unanimously adjourned (at 8:55 p.m.).

  
Dawn M. Walker, CMC  
Lapeer Township Clerk

  
Nancy L. Bradford  
Lapeer Township Deputy Clerk