

June 8, 2015

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 Bill Blaine and Phil Thick.

Others: David Parks, David Sours, Bruce Smith, resident and EMS Representative, Commissioner Lenny Schneider, and Deputy Clerk Nancy Bradford.

Agenda: **Moved by B. Blaine, seconded by P. Thick to approve the agenda with the addition of Planning Commission and Zoning Board of Appeals appointments.**

The annual meeting was opened by Supervisor Jarvis at 7:03 p.m.

The annual meeting was closed at 7:25 p.m. by Supervisor Jarvis, with the regular meeting being reconvened at 7:25 p.m.

Consent Agenda:

General correspondence for review:
Police Statistics for May 2015
Fire Report for May 2015
EMS Report
GLTA Report

Moved by P. Thick, seconded by B. Blaine to approve the consent agenda as presented.

Public Time: Bruce Smith spoke briefly on the current status of EMS. Supervisor Jarvis spoke in regards to Construction Code Authority.

Minutes M15-06-13: **Moved by B. Blaine, seconded by P. Thick to approve the regular board minutes of May 11, 2015 as presented. Motion carried.**

M15-06-14: **Moved by P. Thick, seconded by B. Blaine to approve the special board minutes of June 4, 2015 as presented. Motion carried.**

Treasurers Report M15-06-15:

May 2015	Closing Balance
UNRESTRICTED FUNDS	
Lapeer County Bank & Trust - General Fund Checking	\$497.20
Lapeer County Bank & Trust - General Fund Daily Savings	\$15365.58
Lapeer County Bank & Trust - Lapeer Township Police Community Service	\$484.28
Lapeer County Bank & Trust - Capital Improvement - (TLA2)	\$195,297.64
Lapeer County Bank & Trust - Revolving Improvement - (TLA3)	\$189,814.95
Lapeer County Bank & Trust - General Investment - (TLA1)	\$50,843.42
Blooming Fields S.A. Bond	\$38,297.82
Cutwater Investment, State Share Revenue	\$198,316.85
Flagstar - GF Savings	\$100,072.89
CDAR's CD - .50% matures April 2016	\$200,000.00

General Township Working Totals:	\$988,990.63
Certificate of Deposit / Investment Only:	\$498,389.74
RESTRICTED FUNDS	
Lapeer County Bank & Trust - Disaster Contingency	\$300.29
Lapeer County Bank & Trust - Liquor Law Enforcement	\$100.10
Lapeer County Bank & Trust - Cemetery Trust	\$34,403.67
Lapeer County Bank & Trust - Trust & Agency	\$1.00
LCBT - Tax Collection	\$999.00
LCBT - Delinquent Tax Collection	\$590.15

Moved by P. Thick, seconded by D. Walker to accept the May 2015 Treasurers' report. Motion carried.

Clerk Reports:

Clerk D. Walker presented the following:

- Vouchers presented from May 16th thru June 15th, including payroll from June 1st
- Profit & Loss Budget versus Actual report

Discussion followed. Clerk Walker presented two sets of vouchers for approval.

Vouchers M15-06-16:

Moved by S. Jarvis, seconded by B. Blaine to approve payment of the vouchers in the amount of \$55,336.27 (May 16 to June 15, 2015). Motion carried.

Vouchers M15-06-17:

Moved by P. Thick, seconded by B. Blaine to approve payment of additional vouchers on July 1, 2015 in the amount of \$3,885.43. Motion carried.

Budget Amendments M15-06-18:

Clerk D. Walker presented budget amendments as follows:

JUNE BUDGET AMENDMENTS	Increase	Decrease
101.215.7020 - Wages-Clerk	1,000.00	
101.215.7030 - Deputy Clerk		1,000.00
101.215.9770 - Clerk Hardware	200.00	
101.215.9850 - Clerk Software		200.00
101.247.7050 - Board of Review - Wages Per Diem		25.00
101.247.9000 - Board of Review - Publishing Newspaper	25.00	
101.253.7270 - Treasurer - Office Supplies	100.00	
101.253.9640 - Treasurer - Property Tax Chargebacks		200.00
101.253.9770 - Treasurer - Hardware	100.00	
101.257.7270 - Assessor - Officer Supplies	250.00	
101.257.7290 - Assessor - Postage and Mailings		350.00
101.257.9770 - Assessor - Hardware	100.00	
101.262.7050 - Elections - Wages Per Diem	50.00	
101.262.7270 - Elections - Wages Per Diem	300.00	
101.262.9000 - Elections - Wages Per Diem		350.00
101.263.7270 - General Office - Office Supplies	1,000.00	
101.263.8010 - General Office - Professional Services		1,000.00
101.265.8030 - Hall Grounds - Snow Removal		

		2,000.00
101.265.9750 - Hall Grounds – Building, Improvements	2,000.00	
101.266.8013 - Attorney –Ordinance Enforcement	1,000.00	
101.266.8014 - Attorney – Contract Plan Commission	300.00	
101.276.8020 - Cemetery – Contractual Mowing	2,500.00	
101.276.9300 - Cemetery – Repair and Maintenance		2,000.00
101.852.852.720 - Pension Administration	1,000.00	
101.852.890.890 - Contingencies		5,500.00
101.371.8010 - Inspection and Enforcement Dept.	200.00	
101.440.9690 - Township Contribution Recycling	1,000.00	
101.751.801 - Recreation and Culture – Prof. Service	1,000.00	
101.751.8020 - Recreation and Culture – Mowing	1,000.00	

Moved by P. Thick, seconded by B. Blaine to approve the budget amendments as presented. A roll call vote was taken. Yes: Thick, Blaine, Jarvis, Walker. Motion carried.

R15-06-05: **Moved by D. Walker, seconded by P. Thick to authorize payment of the Peppermill Road paving project utilizing the Revolving Improvement Fund. A roll call vote was taken. Yes: Walker, Thick, Blaine, Taylor, Jarvis. Motion carried.**

General Appropriation Act - Budget 2016: **Moved by D. Walker, seconded by L. Taylor to adopt the Lapeer Township General Appropriation Act and budget for the nine months ending March 31, 2016.**

R15-06-06:

Township of Lapeer
General Appropriations Act
Fiscal Year 2015-2016
Nine months ending March 31, 2016

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 30, 2015, and a public hearing on the proposed budget was held on Monday, May 8, 2015.

Section 5: Estimated Revenues

Estimated Township General Fund revenues for the nine month (short) fiscal year 2015-2016, ending on March 31, 2016; including an allocated millage of 1.6072 mills; and various miscellaneous revenues shall total \$ 669,302.00.

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 the nine month (short) fiscal year 2015-2016, ending on March 31, 2016; for the various Township activities are as follows:

101101 – Trustees & Governing Body	11,871.00
101171 – Supervisor	27,384.00
101181 – Committee Members	2,600.00
101215 – Clerk	42,474.00
101223 – Audit	6,550.00
101247 – Board of Review	2,675.00
101253 – Treasurer	33,685.00
101257 – Assessor	28,738.00
101262 – Elections	4,150.00
101263 – General Office	32,090.00
101265 – Township Hall Grounds	30,000.00
101266 – Attorney	3,600.00
101276 – Cemetery	14,250.00
101301 – Law Enforcement	1,165.00
101336 – Fire Service	118,350.00
101371 – Inspection & Enforcement	200.00
101440 – General Public Works	1,300.00
101445 – Drains at Large	1,500.00
101446 – Roads & Bridges	98,000.00
101448 – Streetlights	8,550.00
101651 – Health & Welfare	15,168.00
101721 – Planning Commission	13,206.00
101722 – Zoning Board of Appeals	1,315.00
101751 – Recreation & Culture	5,250.00
101852 – Other General Government	79,778.00
Total Expense	\$-771,249.00

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 \$20.00, and activity expenditures budgeted of \$20.00.

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 \$ 0.00, and activity expenditures budgeted of \$0.00.

Section 9: Adoption of Budget by Cost Center

The Board of Trustees of Lapeer Township adopts the nine month (short) fiscal year 2015-2016, ending on March 31, 2016; 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 two quarters, and at the end of each month occurring during the third 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

Upon a roll call vote, the following voted.

Aye: Walker, Taylor, Thick, Blaine, Jarvis

Nays: none.

Abstain: none.

The Supervisor declared the motion carried and the resolution duly adopted on the 8th day of June 2015.

Commissioner Lenny Schneider arrived at 7:52 p.m.

David Parks and David Sours departed at 7:59 p.m.

FOIA Policy
R15-06-07:

The following resolution offered by Trustee B. Blaine, seconded by Trustee P. Thick;

WHEREAS, from time to time the Township of Lapeer will be in receipt of Freedom of Information Act (FOIA) requests for public records; and

WHEREAS, these FOIA requests must be responded to in adherence with the Freedom of Information Act MCL 15.231 *et seq.*; and

WHEREAS, pursuant to Public Act 563 of 2014, which served to amend Michigan FOIA law, it is necessary to establish FOIA procedures and guidelines, a written summary of the procedures and guidelines, and a standard form for detailed itemization of any fee amount.

NOW, THEREFORE, BE IT RESOLVED that the Township of Lapeer hereby adopts the attached Freedom of Information Act Procedures and Guidelines, Written Public Summary of FOIA Procedures and Guidelines, FOIA Fee Itemization Form, FOIA Affidavit of Indigence Form, and Request for Public Record Form; and

BE IT FURTHER RESOLVED that the Lapeer Township Board of Trustees of the Township of Lapeer hereby authorizes the adoption of these FOIA policies and forms to be effective immediately.

Upon a roll call vote, the vote was as follows:

Ayes: B. Blaine, P. Thick, S. Jarvis, L. Taylor, D. Walker

Nays: None

Supervisor Scott Jarvis declared this resolution adopted.

P15-06-01: ***Moved by B. Blaine, seconded by L. Taylor to approve the updated records management policy and procedures as presented. Motion carried.***

M15-06-19: ***Moved by B. Blaine, seconded by P. Thick to approve all FOIA forms as presented. Motion carried.***

P15-06-02: **Moved by B. Blaine, seconded by P. Thick to approve the inspection of records policy as presented. Motion carried.**

M15-06-20: **Moved by P. Thick, seconded by B. Blaine to approve the FOIA fee schedule as presented. Motion carried.**

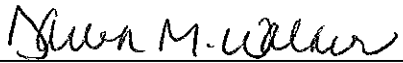
M15-06-21: **Moved by P. Thick, seconded by B. Blaine to approve all FOIA procedures and guidelines as presented. Motion carried.**

Planning Commission
M15-06-22: **Moved by B. Blaine, seconded by D. Walker to reappoint Tim Roodvoets and Dan Gingell to the Planning Commission for three-year appointments expiring on May 31, 2018. Motion carried.**

Zoning Board Appeals
M15-06-23: **Moved by D. Walker, seconded by P. Thick to appoint Ken Ewing and Bruce Smith as regular members to the Zoning Board of Appeals for three-year terms expiring on May 31, 2018; and to further appoint Rachel Gingell as first alternate member to the Zoning Board of Appeals for a three-year term expiring on May 31, 2018. Motion carried.**

Public Time: Commissioner Lenny Schneider spoke on behalf of the Lapeer County Commissioners.

Adjournment: **Moved by B. Blaine, seconded by P. Thick to adjourn the meeting. The meeting was unanimously adjourned (at 8:40 p.m.).**


Dawn M. Walker, CMC
Lapeer Township Clerk


Nancy L. Bradford
Lapeer Township Deputy Clerk