

June 8, 2009

LAPEER TOWNSHIP REGULAR BOARD MEETING BUDGET PUBLIC HEARING

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: Deputy Clerk Bradford, Police Chief William Marshall, Leonard Lumley, Linda Jarvis, Bill Jarvis, Joan Schwartz, Howard Stack, Ed Koch, Bill Taylor, Lenny Schneider and Emily Caswell.

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

Opened Budget Public Hearing at 7:00 p.m.

Clerk Walker presented the 2009-2010 budget.
Millage rate to be levied: 1.6072.

Discussion commenced among attendees on budget items. Clerk Walker gave a synopsis on estimated revenues and expenses for the budget year.

The Budget Public Hearing was closed at 7:07 p.m.

Bill Taylor arrived at 7:07 p.m.

The Annual Meeting was opened at 7:07 p.m.
The Annual Meeting was closed at 7:50 p.m.

Sergeant Stimson, Reserve Police Officer Payne and Tim Roodvoets departed at 7:50 p.m.

The regular board meeting was opened at 7:50 p.m.

CONSENT
AGENDA:

The minutes of the May 11, 2009 regular meeting and May 21, 2009 special meeting.
General correspondence for review:
Police Statistics for May 2009
Fire Report for May 2009
Reports from CCA, GLTA, EMS
Principals of Governance
Census Information

Commissioner Schneider arrived @ 7:55 p.m.

M-064-09: ***MOVED*** by Rutzen, support by Blaine to approve the May 11, 2009 regular board minutes as written. A vote was taken. Yes': All (5). ***MOTION CARRIED.***

M-065-09: ***MOVED*** by Blaine, support by Rutzen to approve the May 21, 2009 special board minutes as written. A vote was taken. Yes': All (5). ***MOTION CARRIED.***

Supervisor Jarvis added to the agenda, Temporary Buildings and Use, Zoning Ordinance Article 1, section 1.25.

PUBLIC TIME: Commissioner Schneider spoke briefly on behalf of the County Commission. His topic of discussion was the County budget.

AGENDA:

TREASURERS
REPORT
M-066-09:

MAY 2009

FUND	CLOSING BALANCE
UNRESTRICTED FUNDS	
Lapeer County Bank & Trust - General Fund Checking	\$1,248.38
Lapeer County Bank & Trust - General Fund Saving	\$65,056.57
Chase Bank	\$155,194.85
MBIA Class Investment Pool - Investment	\$162,923.49
MBIA State Share	\$157,615.71
National City CD's 4% Matures 5-2009	CLOSED
Lapeer County Bank & Trust - CD, 2% Matures April 2010	\$100,000.00
COMERICA - Revolving Improvement	\$241,535.37

COMERICA - Capital Improvement	\$178,189.81
General Fund J-Account	\$130,411.20
General Township Working Totals:	\$1,192,175.38
RESTRICTED FUNDS	
Lapeer County Bank & Trust - Disaster Contingency	\$301.32
Lapeer County Bank & Trust - Liquor Law Enforcement	\$948.26
Lapeer County Bank & Trust - Cemetery Trust	\$34,502.96
Lapeer County Bank & Trust - Trust & Agency	\$147.86
Lapeer County Bank & Trust - Lapeer Township Police Community Service	\$1,004.68
National City Bank - Tax Collection	\$216,532.58

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

M-067-09:

Treasurer Taylor requested approval to move forward with accepting credit and debit cards as an additional option for residents to pay their property taxes. Discussion followed among board members regarding security and how the various programs operate.

MOVED by Taylor, support by Walker to allow Treasurer Taylor to accept credit and debit card payments using one of the following companies: Official Payments, Paymentus or Point & Pay at the Treasurer's discretion. A roll call vote was taken: Taylor; yes, Walker; yes, Rutzen; yes, Blaine; yes, Jarvis; yes. **MOTION CARRIED.**

Tim & Lynn Carrithers departed at 8:20 p.m.

CLERKS
REPORTS:

Clerk Walker presented the following:

- Budget amendments.
- Vouchers presented from May 16th thru June 30th, including payroll from June 1st for a total voucher payment of \$63,707.14.

Discussion followed.

Budget Amendments needed for current month as follows:

	INCREASE	DECREASE
101-181-705.0 – COMMITTEE, WAGES		100.00
101-181-860 – COMMITTEE, CONFERENCE/EDUCATION	100.00	
101-215-716 – CLERK, HEALTH INSURANCE	460.00	
101-215-717 – CLERK, LIFE INSURANCE	3.00	
101-215-860 – CLERK, CONFERENCE/EDUCATION		463.00
101-253-702 – TREASURER, HEALTH INSURANCE	300.00	
101-253-964 – TREASURER, PROPERTY CHARGE BACKS		360.00
101-263-729 – GENERAL OFFICE, POSTAGE	1,300.00	
101-263-740 – GENERAL OFFICE, OPERATING		1,300.00
101-253-860 – TREASURER, CONFERENCE/EDUCATION	229.00	
101-253-985 – TREASURER, SOFTWARE	60.00	
101-257-801 – ASSESSOR, PROFESSIONAL SERVICES		2,997.00
101-265-803 – TOWNSHIP GROUNDS, SNOW REMOVAL	240.00	
101-276-705 – CEMETERY, WAGES	300.00	
101-276-804 – CEMETERY FOUNDATIONS	300.00	
101-276-860 – CEMETERY, CONFERENCE/EDUCATION	75.00	
101-448-920 – STREETLIGHTS, ELECTRICITY	600.00	
101-171-717 – SUPERVISOR, LIFE INSURANCE	3.00	
101-627-000 – REVENUES, GRAVE OPENINGS	2,500.00	
101-276-727 – CEMETERY, SUPPLIES	250.00	
101-266-801.1 – ATTORNEY, GOVERNMENT BODY	1,000.00	

BUDGET
AMENDMENTS:
M-068-09:

MOVED by Rutzen, support by Blaine to approve the budget amendments. A vote was taken. Yes': All (5). **MOTION CARRIED.**

PAYMENT OF
VOUCHERS:
M-069-09:

MOVED by Blaine, support by Jarvis to approve payment of the vouchers. A vote was taken. Yes': All (5). **MOTION CARRIED.**

MTA INVOICE:
M-070-09:

MOVED by Taylor, support by Walker to approve payment of the MTA invoice in the amount of \$3,576.68. A vote was taken. Yes': All (5). **MOTION CARRIED.**

DEER REMOVAL: Police Chief William Marshall provided the board with information obtained regarding deer removal from public roadways. Discussion followed. More information will be investigated. **TABLED.**

GENERAL
APPROPRIATIONS
ACT - BUDGET
R-008-09:

MOVED by Walker, support by Rutzen to adopt the Lapeer Township General Appropriation Act and budget for the 2009-2010 fiscal year.

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 May 14, 2009, and a public hearing on the proposed budget was held on Monday June 8, 2009.

Section 5: Estimated Revenues

Estimated township general fund revenues for fiscal year 2009-2010, including an allocated millage of 1.6072 mills; and various miscellaneous revenues shall total \$ 886,216.00.

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 2009-2010 for the various township activities are as follows:

101101 – Trustees & Governing Body	13,750.00
101171 – Supervisor	31,431.00
101181 – Committee Members	5,500.00
101215 – Clerk	45,830.00
101223 – Audit	6,500.00
101247 – Board of Review	1,620.00
101253 – Treasurer	34,935.00
101257 – Assessor	47,725.00
101262 – Elections	5,400.00
101263 – General Office	36,630.00
101265 – Township Hall Grounds	38,700.00
101266 – Attorney	6,600.00
101276 – Cemetery	13,100.00
101651 – Health & Welfare	10,156.00
101852 – Other Township Functions	115,456.20
101301 – Law Enforcement	111,865.00
101336 – Fire Service	148,678.00
101371 – Inspection & Enforcement	500.00
101400 – Planning Commission	39,050.00
101410 – Zoning Board of Appeals	2,400.00
101440 – General Public Works	1,650.00
101445 – Drains at Large	650.00
101446 – Roads & Bridges	130,000.00
101448 – Streetlights	9,000.00
101751 – Recreation & Culture	80,000.00
101966 – Contribution to Other Funds	0.00
Total Expense	\$ 937,126.20

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 \$150.00, and activity expenditures budgeted of \$150.00.

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 \$802.50, and activity expenditures budgeted of \$802.50.

Section 8.03: Adoption of 246 – Revolving Improvement Fund

The revolving improving fund budget of Lapeer Township is hereby adopted by reference, with revenues budgeted of \$2,000.00, and activity expenditures budgeted of \$2,000.00.

Section 8.04: Adoption of 258 – Disaster Contingency Fund

The disaster contingency fund budget of Lapeer Township is hereby adopted by reference, with revenues budgeted of \$1.25, and activity expenditures budgeted of \$1.25.

Section 8.05: Adoption of 471 – Capital Improvement Fund

The capital improvement fund budget of Lapeer Township is hereby adopted by reference, with revenues budgeted of \$1,500.00, and activity expenditures budgeted of \$1,500.00.

Section 9: Adoption of Budget by Cost Center

The Board of Trustees of Lapeer Township adopts the 2009-2010 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 Chief Administrative 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 Chief Administrative 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, Rutzen, Jarvis, Taylor, Blaine.

Nays: none.

Abstain: none.

The Supervisor declared the motion carried and the resolution duly adopted on the 8th day of June 2009.

Tim Roodvoets departed at 9:15 p.m.

EMS ASSESSMENT

M-071-09:

The Lapeer County EMS 2009-2010 annual assessment was presented. Discussion followed.

MOVED by Blaine, support by Taylor to pay the assessment in four quarterly payments over the course of the fiscal year beginning July 1, 2009 for a total of \$10,156.00. A vote was taken. Yes': All (5). ***MOTION CARRIED.***

CEMETERY

SUPPLIES

M-072-09:

Clerk Walker presented a quote for record keeping supplies for the cemetery. Discussion followed. Trustee Rutzen suggested documenting records further to ensure accurate and permanent retention.

MOVED by Taylor, support by Jarvis to allow the purchase of filing folders needed for the Hunters Creek Cemetery not to exceed \$350.00. A vote was taken. Yes': All (5). ***MOTION CARRIED.***

ROADWORK

M-073-09:

Supervisor Jarvis presented a summary of roadwork that he wishes to see completed over the next year. Discussion followed on monies left in the current budget for road maintenance.

MOVED by Taylor, support by Blaine to allow the pre-purchase of gravel from Forest Aggregate at a cost of \$6.00 per ton to utilize the remaining funds in the 2008-2009 budget year. A vote was taken. Yes': All (5). ***MOTION CARRIED.***

M-074-09: **MOVED** by Blaine, support by Walker to approve the following five (5) roadwork projects by the Lapeer County Road Commission as follows:

- Sutton Rd. @ Wilder Rd . \$22,886.37
- Hunters Creek Rd. @ east of Morris Rd. \$12,493.80
- Hunters Creek Rd. @ Metamora Rd. (ditching & tree removal) \$ 3,000.00
- Hunters Creek Rd. from Morris Rd. to Wilder Rd. \$ 5,950.00
- Morris Rd. @ Newark Rd. (with R.C. paying ½ of cost - \$45,218.40) \$22,609.20

A vote was taken. Yes': All (5). **MOTION CARRIED.**

Bill & Linda Jarvis departed at 9:25 p.m.
Joan Schwartz departed at 9:27 p.m.

TEMPORARY
BUILDINGS & USE
M-075-09:

A request was received from owners of property in the Township on M-24 regarding the use of their vacant property for a construction site trailer and equipment storage during the construction of the sewer and water project for the City of Lapeer. This property use would fall under Article 1, section 1.25 Temporary Buildings and Use. Concerns over interference with neighbors, and contamination of soil from use were discussed. The Zoning Ordinance stipulates a cash deposit be posted as established by the Township board. Conformity with the ordinance was also discussed.

MOVED by Jarvis, support by Blaine to set the cash deposit posted with the Township at \$10,000, to be posted with the Township Treasurer to ensure removal of temporary buildings and equipment and to ensure site restoration. A roll call vote was taken: Jarvis; yes, Blaine; yes, Rutzen; yes, Taylor; yes, Walker; yes. **MOTION CARRIED.**

Bill Marshall departed at 9:30 p.m.

PUBLIC TIME: None at this time.

ADJOURNMENT: **MOVED** by Walker, support by Taylor to adjourn the meeting. The meeting was unanimously adjourned (at 9:32 p.m.).

Dawn M. Walker, Clerk

Nancy L. Bradford, Deputy Clerk