

January 10, 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, ~~Trustee Bill Blaine~~.

ABSENT: Trustee John Rutzen, excused.

OTHERS PRESENT: Leonard Lumley, Bill Marshall – Lapeer Township Police Chief, and Lapeer County Commissioner's Lenny Schneider and Linda Jarvis.

Supervisor Jarvis called the meeting to order at 8:35 a.m.
Everyone stood for the Pledge of Allegiance.

M-001-11: *MOVED by Blaine, support by Taylor to approve the agenda as presented.*

CONSENT

AGENDA:

General correspondence for review:
Police Statistics for December 2010
General topics include: Fire Inspection contract with the City of Lapeer, the 2010 Christmas families' and Greenwood Enterprises fire runs.

The agenda was approved unanimously with no changes.

CONSENT AGENDA: The consent agenda was reviewed and discussed.

PUBLIC TIME: County Commissioners Linda Jarvis and Lenny Schneider spoke on behalf of the Board of Commissioners.

MINUTES

M-002-11: *MOVED by Jarvis, support by Blaine to approve the December 13, 2010 regular board minutes as presented. A vote was taken. Yes': All (4). MOTION CARRIED.*

AGENDA:

TREASURERS

REPORT:

M-003-11:

DECEMBER 2010

FUND	CLOSING BALANCE
UNRESTRICTED FUNDS	
Lapeer County Bank & Trust - General Fund Checking	\$1,723.93
Lapeer County Bank & Trust - General Fund Saving	\$54,750.36
Comerica - Revolving Improvement	\$56,905.16
Comerica - R.I. M.M. - .55% Matures June 2011	\$140,280.04
Comerica - Capital Improvement	\$8,435.98
Comerica - Capital Improvement Money Market - .55% Matures June 2011	\$100,189.46
General Fund J-Account	\$39,720.34
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	\$156,309.80
Cutwater Investment	\$13,433.47
Cutwater, MBIA - State Share	\$69,776.29
LCBT #1 - .90% Matures April 2011	\$102,475.90
LCBT #2 - 2% Matures June 2011	\$153,713.84
MBS Securities - .37 % CD Matures March 25, 2011	\$99,000.00
MBS Securities - .55% CD Matures March 31, 2011	\$100,000.00

General Township Working Totals:	\$1,296,714.57
RESTRICTED FUNDS	
Lapeer County Bank & Trust - Disaster Contingency	\$300.22
Lapeer County Bank & Trust - Liquor Law Enforcement	\$934.89
Lapeer County Bank & Trust - Cemetery Trust	\$34,406.58
Lapeer County Bank & Trust - Trust & Agency	\$147.86
Lapeer County Bank & Trust - Lapeer Township Police Community Service	\$1,574.88
PNC Delinquent Tax Collection	\$66.43
LCBT - Tax Collection	\$893,128.73

MOVED by Walker, support by Blaine to enter the Treasurers report into record. A vote was taken. Yes: All (4). MOTION CARRIED.

CLERKS
REPORTS:

Clerk Walker presented the following:

- Payroll from January 4, 2011. Budget report, balance sheet and vouchers.

BUDGET AMENDMENTS
M-004-11:

	Increase	Decrease
101-223-801.0 Audit, professional services	\$ 375.00	
101-301-810.0 Police, subscriptions	\$ 100.00	
101-301-880 Police, dare program	\$ 100.00	
101-301-930.0 Police, maintenance & repairs		\$ 200.00
101-751-740 Recreation, Operating Supplies	\$ 500.00	
101-751-930 Recreation, Maintenance & Repairs	\$ 300.00	
101-751-801 Recreation, Professional Services		\$ 800.00
101-276-804.0 Cemetery, Grave openings, foundations	\$ 1,000.00	
101-101-880 Trustees, Community Promotion	\$ 150.00	
101-890-890 Contingencies		\$ 1,525.00

MOVED by Jarvis, support by Taylor to approve the budget amendments as presented. A roll call vote was taken. Jarvis; yes: Taylor; yes: Blaine; yes: Walker; yes. All (4). MOTION CARRIED.

VOUCHERS
M-005-11:

MOVED by Jarvis, support by Blaine to approve payment of the bills as presented. A roll call vote was taken. Jarvis; yes: Blaine; yes: Walker; yes: Taylor; yes. All (4). MOTION CARRIED.

RECORDS
MANAGEMENT

R-001-11:

**LAPEER TOWNSHIP RECORDS MANAGEMENT AND PRESERVATION
OF DOCUMENTS**

WHEREAS, The Lapeer Township board realizes the importance of proper procedures for Records Management and Preservation of documents;

WHEREAS, The Lapeer Township board wishes to enact proper procedure and policy for the performance of retention and disposal of records;

WHEREAS, the Lapeer Township board recognizes that "the office of record" is the office responsible for following the specified retention period as stated in the applicable schedule;

WHEREAS, Michigan law MCL 399.5 and MCL 750.491 require that all public records be listed on an approved Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs.

NOW, THEREFORE, BE IT RESOLVED that the Lapeer Township Board adopts the following record retention schedules:

General Schedule #1 – Non-record Materials
General Schedule #10 - Michigan Township Record Retention
General Schedule #11 – Local Law Enforcement Agencies
General Schedule #23 – Elections Records
General Schedule #25 - Township Clerks
General Schedule #26 – Local Government Human Resources
General Schedule #29 – Treasurers Retention & Disposal Schedule
General Schedule #30 – Local Government Information Technology
General Schedule #31 – Local Government Financial Records

The foregoing resolution offered by Board Member Walker second offered by Board Member Blaine.

*Upon roll call vote the following voted "aye": Walker, Blaine, Taylor, Jarvis.
Nay: None.
Absent: Rutzen*

The Supervisor declared the resolution adopted.

MASTER PLAN
R: 002-11:

MOVED by Walker support by Jarvis to approve distribution of the proposed draft Master Plan with correction to chapter 8, on side yard setbacks. A roll call vote was taken: Walker: yes; Jarvis: yes; Blaine: yes; Taylor: yes. Rutzen; absent. MOTION CARRIED. The Supervisor declared the resolution adopted.

Linda Jarvis departed at 9:22 a.m.

BOR
APPOINTMENTS
M-006-11:

Discussion on Board of Review alternate appointments.

MOVED by Taylor, support by Walker to approve of Supervisor Jarvis' appointments to Board of Review, Mary Blaine: first alternate and David Birkenhauer: second alternate. Appointments to expire on December 31, 2012. A vote was taken. Blaine; abstain. Yes': All (3); Taylor, Jarvis and Walker. MOTION CARRIED.

Bill Marshall departed at 9:28 a.m.

BOR
M-007-11:

MOVED by Walker support by Jarvis to allow the newly appointed alternate board of review members to attend the free training at Mayfield Township hall and to receive pay at a half day committee rate plus mileage. A vote was taken. Yes': All (4). MOTION CARRIED.

M-008-11:

MOVED by Jarvis support by Blaine to allow the Supervisor plus regular members of the board of review to attend the MTA training in either Frankenmuth or Port Huron and also to purchase one BOR guide book. A vote was taken. Yes': All (4). MOTION CARRIED.

PUBLIC TIME: Lenny Schneider addressed the board during public time.

Reports were given on EMS.

ADJOURNMENT: *MOVED by Walker, support by Blaine to adjourn the meeting. The meeting was unanimously adjourned (at 9:43 a.m.).*

Dawn M. Walker

Dawn M. Walker, CMC
Lapeer Township Clerk