

Vergennes Township

Regular Meeting of the Township Hall-10381 Bailey Dr., Lowell, MI 49331

March 18, 2019

MINUTES

The meeting was called to order by Tim Wittenbach at 7:02 pm.

Roll Call- Wittenbach, Mork, Hoffman, and Rasch, Gillett were present. None absent.

The agenda was approved with a motion from Gillett seconded by Rasch, All members voted yes. **Motion carried.**

The February 11, 2019 Special Meeting minutes were approved as presented with a motion from Gillett, seconded by Rasch. All members voted yes. **Motion carried.**

The February 18, 2019 Special Board Meeting minutes were approved as presented with a motion from Gillett, seconded by Mork. All members voted yes. **Motion carried.**

The February 18, 2019 Regular Board Meeting minutes were approved as presented with a motion from Gillett, seconded by Rasch. All members voted yes. **Motion carried.**

The March 4, 2019 Special Board Meeting minutes were approved with a change to the spelling of Trustee Rasch's name with a motion from Gillett, seconded by Mork. All members voted yes. **Motion carried.**

The treasurer's report was read. Gillett motioned to pay the bills as presented, Rasch seconded. All members voted yes, **Motion carried.**

Public Comment

There was a question why there is environmental testing at the 69 Lincoln Lake property. It was explained that the township is in the process of purchasing this location for the site of the township hall and this is necessary testing to assure there are no known environmental issues at the property prior to purchase.

Old Business:

1. **Township Hall Building Update:** - Tim Spitzley, architect is working on two ideas and will have these available before the April 15, 2019 meeting. The Environmental Study is moving forward with onsite inspections of the property. Roosien did the initial survey for the property and it looks like there is access to the 66' easement that is on the north side of the property. Doezema is researching this.

New Business:

1. Budget Amendments for 2018-19 budget - in addition to the recommended Budget Amendments as attached-addition of 101-000-403 current tax collection change from \$176,500 to \$174,300. Motion to approve the attached budget

- amendments for 2018-2019 with the addition of the revenue current tax collection change by Wittenbach, seconded by Gillett. All voted yes- **Motion Carried**
2. Cemetery Program Discussion- BS&A (BS& A CEMETERY PROGRAM) – The Board discussed the pros and cons of purchasing the software. Motion made by Gillett to purchase the BS&A cemetery software program for \$5070 first year implementation, \$400 annual – after the first year- fee. Wittenbach seconded. All voted yes. **Motion Carried.**
 3. Budget updates for 2019/2020- The Board had discussion on adding The Right Place membership. Gillette motioned to approve \$1500 for Vergennes Township to become a member of The Right Place they provide a much needed service for companies in Kent County and in Vergennes Township. Wittenbach seconded. This will be added to expense account 101-248-803-00 - membership and dues-changing this line item from \$4,100 to \$5,600. All voted yes. Motion carried.
 4. Adoption of 2019-20 Budget – Gillette Motioned to adopt the 2019/2020 with the addition to account 101-248-803-00, Rasch seconded. A roll call vote was taken. Rasch –Yes, Wittenbach-Yes, Mork-Yes, Hoffman-Yes, Gillett-Yes. Noone voted no. **Motion Carried.**
 5. Fire Commission Member Agreement Revision Action Request- Wittenbach will talk to Cal Brinks. Gillett Motioned to table to the April meeting to give time to gather more information. Hoffman seconded. All voted yes. **Motion Carried.**
 6. Safe Deposit Box- Motion made by Mork to Close Huntington Bank Deposit Box, Gillett seconded. All voted Yes. **Motion Carried.**
 7. Planning Commission – a notice will be published seeking applicants for an open member position which was made vacant by the resignation of Penny Rosema.
 8. New Zoning Forms- Gillett motioned to approve the three new zoning forms with the addition to the affidavit wording to include after. “ I also certify and affirm that this application is “for an agricultural use building” ... Hoffman seconded. All voted yes. **Motion carried.**

Zoning Administration report

Public Comment

Adjournment 8:04 p.m. - Next Regular Meeting- April 15, 2019

Recommended Budget Amendments - March 18, 2019

Revenue Accounts

101-000-480 Cascade Permits

Raise by \$858 to \$5858 additional permits

101-000-608 Tax Collection Fee

Raise by \$403 to \$8603 additional fees collected

101-000-609 Zoning Fees

Raise by \$650 to \$1650 additional fees collected

101-000-643 Cemetery Lots

Raise by \$70 to \$1270 additional lots sold

101-000-644 Burial Fees

Raise by \$1925 to \$4425 Burials

101-000-665 Interest Earnings

Raise by \$1791 to \$4291 Better interest rates

101-000-697 Franchise Fees

Raise by \$1374 to \$16,374 additional fees collected

101-000-698 Reimbursements & Refunds

Raise by \$780 to \$2280 additional reimbursements

Expenditure Accounts

101-191-703 Elections Assistant

Raise by \$1215 to \$1215 Unbudgeted expenses for Elections Administration

101-201-805 Audit Fees

Raise by \$800 to \$9,800 Additional services

101-248-806 Network Security & Consulting

Raise by \$2186 to \$4186 See IT realignment suggestion notes

101-248-907 BS&A GL, PR, AP

Raise by \$132 to \$5132 Included Access My Gov - See IT realignment suggestion notes

101-276-801 Burials

Raise by \$1575 to \$4075 Increase in number of burial fees

101-276-956 Cemetery Miscellaneous

Raise by \$960 to \$1460 Bailey Sign, return of spaces

101-371-703 Clerical – Building Dept.

Raise by \$4030 to \$6530 Reassessment of hours/time required

101-451-930 Minor Construction

Raise by \$20,000 to \$20,000 McPherson Limestone- project added during fiscal year

101-536-920 Hydrant Mai`nt

Raise by \$500 to \$4700 Increase in number of hydrants

101-536-921 Sewer/Drain Projects

Raise by \$320 to \$1,520 additional increase due to assessment

101-801-806 Zoning Ord Amendments/Master Plan

Raise by \$4,143 to \$7,143 Additional work

101-951-911 Insurance and Bonds

Raise by \$1,062 to \$10,562 Cost increase