

**Vergennes Township-10381 Bailey Dr.-Lowell, MI 49331**  
**Regular Meeting of the Township Hall**  
March 19, 2018

**MINUTES**

The meeting was called to order by Tim Wittenbach at 7:00 pm.

Roll Call- Mork, Rasch, H. Hoffman, Wittenbach, Gillett, were all present. None Absent

The agenda was approved with a change to New Business #12 -to remove the resolution to adopt the 2018-19 budget verbiage with a motion from Gillett and second from Rasch. All members voted yes. **Motion carried.**

The February 19, 2018 Regular Board meeting minutes were approved with a change to New Business #1- Instead of the word OPEN change verbiage to VACANCY with a motion from Wittenbach and second from Mork. All members voted yes. **Motion carried.**

The February 15, 2018 Special Board meeting minutes were approved with a change - the removal of the word *The* at the end of the fifth paragraph with a motion from Wittenbach and support from Hoffman. All members voted yes. **Motion carried.**

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

**Public Comment**

There was no public comment.

**Public Hearing – 2018-19 Budget**

Wittenbach opened the public hearing at 7:12 pm.

Hoffman discussed removing record scanning from Department 209-804 and adding it under Dept 371-809 as a Building Department Expense. Dept. 209-957 Assessing Administration was over budget due to having personal property statements processed by KCI. There was discussion that personal property statements can be printed and mailed in house by the Assessor's assistant at a cost savings of \$575. Line item 209-957 budget should be changed from \$1500 to \$1750 to cover the expense of postage and KCI processing and mailing assessment notices annually. Public Works Dept 448-921 change from \$7,000 to \$5,000 for LARA Trail Maintenance for 2018/19 budget year.

Public Comment was taken

1.-Resident Sandi Miles who lives at 13675 Beckwith Dr., Lowell asked for clarity as to where Williams and Works and the Zoning Administrator's fees falls in the budget. Wittenbach clarified this. Ms. Miles asked for clarification if Jeanne Vandersloot has a contract with Vergennes Township. Wittenbach clarified that Jeanne Vandersloot is both the Zoning Administrator and the Planning Administrator and is an employee of

Vergennes Township. She is not a contracted employee. It was also clarified that Williams and Works does work for Vergennes Township on an at-need basis and does not have a contract with the Township. Ms. Miles asked why Williams and Works was going to receive a 3% raise. Gillett clarified that Williams and Works is not receiving a raise, but the zoning and planning administrator Jeanne Vandersloot is receiving a 3% raise.

Public Hearing was closed at 7:24 pm.

### **Public Hearing – Allocation of CDBG 2018/2019 funds to – North Kent Transit**

Wittenbach opened the public hearing at 7:25 pm

Hoffman gave an overview of the Community Development Block Grant funding and the Transportation Task Force for North Kent Transit and how transportation services are used in Vergennes Township. Wittenbach explained the limited scope of use for these monies.

Public Comment- Noone spoke during Public Comment

Public Hearing was closed at 7:27 pm.

### **Old Business:**

#### **1. Township Hall New Building Project – discussion**

The Congregational Church turned down the Vergennes Township offer to purchase their building. The Church secured funding that will allow them to refinance and remain in their building. The Board discussed the first proposed building design and had concerns that the cost for this proposed design came in higher than where the Board is comfortable. The Board will hold a Special Meeting/Workshop on Monday March 26, 2018 at 9 a.m. to discuss the project and costs with the architect Tim Spitzley. A notice will be posted on the website and on the Board at the Township.

#### **2. Public Comment Protocol discussion–** The Board discussed the protocol and wording. Hoffman will mirror Lowell Township's protocol and this wording will be adopted at the April meeting.

#### **3. Water testing discussion -tabled from February's Meeting –** Wittenbach and Hoffman were to discuss water testing with the Lowell Area Schools Superintendent Greg Pratt at the February Vision meeting but the meeting was canceled. This discussion will take place at the March Vision meeting.

### **New Business:**

#### **1. CDBG Discussion to adopt a Resolution (2018-2) to allocate 2018-2019 CDBG funds to- North Kent Transit**

Gillett motioned to adopt **resolution 2018-2**, seconded by Mork. All members voted yes. **Motion carried.**

#### **2. VOIP service- Vergennes Fiber to provide new phone solution for \$25/line = \$75 per month. Looking to switch over to new service in April 2018. Cost savings of \$175 per month. Savings \$2,100 per year**

Hoffman met with Ryan Peel to discuss changing from AT&T to their VOIP service. Peel will coordinate with the Township Network Specialist to make the change. Gillett motioned the Township switch over to the VOIP service from AT&T seconded by H. Hoffman. All members voted yes. **Motion carried.**

**3. Vet Clinic Additional Parking- Site plan amendment discussion**

The Board discussed the project with a representative from Dan Vos Construction Company who was in attendance. The vet clinic has hired more people and the need for additional parking has increased. This site plan was originally approved as an unclassified special exception use but is not a permitted use due to the addition of veterinary clinics as a permitted use to the Industrial District. This approval requires that it goes back to the original approving body which is the Township Board. Gillett motioned to approve the site plan amendment subject to Dave Austin's review and approval, H. Hoffman seconded. All members voted yes. **Motion carried.**

**4. Expo discussion- hours- set-up – building comment cards – discuss ideas**

Vergennes Township will have a booth at the March 24 expo. Mork, Hoffman, Wittenbach, Gillett and Jeanne Vandersloot will be in attendance to talk with residents and people who attend the Expo. Hoffman will provide voter registration information and a copy of the proposed building design will be available for people to view and give input on.

**5. Assessor's days & hours in the office discussion -how many days/hours per week/ which days**

The Board discussed the Assessors hours in the Township office. It was determined that it is important for the residents to know when the assessor is scheduled to be in the office. Wittenbach will follow up with the assessor to determine an Assessor schedule that can be available to publish on the Township website.

**6. Job requirements/descriptions discussion-** The Board discussed job descriptions of the office staff and the receptionist desk area needs. It was noted that the office staff works to cover for each other, are crossed trained and work very well together. The Board would like the receptionist area covered during office hours so that someone is at the desk to greet anyone that comes into the office.

**7. Fire Authority Name- Invoices say Lowell Fire Authority (LOWELL AREA FIRE AUTHORITY)**

The Lowell Area Fire Authority recently changed who is handling their payroll and invoicing duties. The new invoices and documents read LOWELL FIRE AUTHORITY. They should read LOWELL AREA FIRE AUTHORITY. Wittenbach will talk to Jim Herb about having this corrected.

**8. LARA –maintenance cost discussion: \$2,000 to \$5,000 annually for maintenance of the trail system.**

This was tabled until the April Meeting when Betsy Davidson will be a guest to discuss the Lowell Area Recreation Authority trails.

**9. LARA- LARA Articles of Incorporation amendment- discussion Board Resolution (2018-3)**

The Board discussed what the amendment means to the Township. The resolution states that if LARA was to dissolve, the land acquired with, in whole or in part, with DNR Grants, the participating municipality in which the lands acquired or developed with MDNR Grants are located shall assume title and control of said lands and per the DNR Grant Project Agreement. Hoffman read the explanation from Betsy Davidson's email. H. Hoffman motioned to adopt **Resolution 2018-3**, seconded by Gillett. **A roll call vote was taken - all members voted yes. The motion carried**

**10. Budget Amendments for 2017-18 budget**

Wittenbach read the budget amendments aloud. There was no Board discussion. Gillett motioned to approve the amendments as presented and Rasch seconded. All members voted yes. **Motion carried.**

**11. Salary Resolution- 2018**

Gillett motioned to approve the Salary Resolution with the exception that the Assessor's Drawing/Assistant line be eliminated. Mork supported. All members voted yes. **Motion carried.**

**12. Adoption of 2018-19 Budget**

Gillett motioned to approve the adoption of the 2018-19 Budget with the following changes to the Assessing Budget line 209-957 from \$1,500 to \$1,750. Moving Record Scanning from the Assessing Budget 209 into Department 371-809. Changing Public Works Dept 448-921 from \$7000 to \$5000 Hoffman seconded, all members voted yes. **Motion carried.**

**Zoning Administration report:**

Jeanne Vandersloot read the Zoning Administration report and discussed the Blair trial, the construction of the Verizon Cell Tower on Beckwith and three ordinances that may need amending- 201.412- Grade Levels, 201-423 Tents and Travel Trailers, & 201-424 Satellite dish antennas. Gillett made a motion to send the ordinances to the planning commission for review. Mork supported, all members voted yes. **Motion carried.**

**Public Comment**

Sandi Miles spoke during public comment.

The meeting was adjourned at 8:52 pm. The next regular board meeting is scheduled for April 16, 2018.