

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Monday, April 13, 2015
Vevay Township Hall – 7:00 p.m.**

MINUTES

Members Present: Supervisor Jesse Ramey, Clerk JoAnne Kean, Treasurer Shaun Sherwood, Trustees Douglas Shaw and Bruce Walker

Members Absent: None

Staff Present: Deputy Clerk Brett Linsley

Others Present: Planning Commission Chair Ilene Thayer, Superintendent of Mason Public Schools Ronald Drzewicki, and Mary Shinkle, Community Liaison for Representative Michael Bishop

The meeting was called to order by Supervisor Ramey at 7:05 p.m. followed by the Pledge of Allegiance.

Set/Amend Agenda. The following item was added to the agenda:

Pending Business: Authorization for Members of the ZBA, Planning Commission, and Supervisor to Attend MTA's *Intro to Planning & Zoning* Training in Jackson, Michigan.

Adoption of Consent Agenda. Regarding item I(4), Supervisor Ramey - said the Township received notice of another day of review for scheduled maintenance to drainage districts. The meeting has been scheduled for April 29th and will address 11 additional drainage districts that run through the Township. The notices for this day of review were added to the consent agenda.

***All items listed in Item IV are considered to be routine by the Township Board and will be enacted by one (1) motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from the Consent Agenda and considered separately. Recommendations are preceded by an asterisk (*).**

- Regular Meeting Minutes on 3-9-15 and Special Meeting Minutes on 3-05-15, 3-12-15 & 3-26-15 and Joint Board/Planning Comm. Minutes on 3-4-15. *approve & file
- Treasurer's Report on Investments & March 2015 Fund balances. *receive & file
- Clerk's Report – March 2015 Balance Sheets. *receive & file
- Disbursements: General Fund Checks #26607 - #26667, EFTs #101, #102 & #103 in the amount of \$83,265.31. *approve & file
- Joint Planning Comm./Board Minutes for 3-4-15 meeting. *distribute
- AGS March 2015 Building/Zoning Report. *distribute
- Correspondence from:
 1. Mason Fire Dept. re: March Response Report.*file
 2. ITC Open House for New Lansing Office.*file

(Correspondence continued)

3. Onondaga Township re: Notice of Intent to Update the Master Plan. *file
4. IC Drain Commissioner's Office re: Notice for the *Day of Review* of the Bates, Deer Creek & Vanderhoof and Robinson Drain Drainage Districts to be held on 4-16-15. *file
5. MERS of Michigan re: Year End Financial Report dated 12-31-14. *file
6. Deputy Clerk Brett Linsley re: Thank You for the Opportunity to Attend the MAMC Basic Institute. *file
7. IC Drain Commissioner's Office re: Notice for the *Day of Review* of the Collins, Darrow and McRoberts, Harmon, Hawkins, Hazelton, Marshall, Redman, Schafer Extension, Swartout, Swift, and Willow Creek Drain Drainage Districts to be held on 4-29-15. *file

MOTION Walker, seconded Shaw, that the consent agenda be adopted as amended with the following correction to the minutes from the April 26th Budget Public Hearing on page one, paragraph two: correct the estimated as expenditures to read "\$678,327."

Roll Call Vote

**Ayes: Ramey, Sherwood, Shaw, Walker & Kean
Nays: None**

Public Comment. Superintendent Drzewicki – introduced himself as the new Superintendent of Mason Public Schools and explained that he has held the position since August of 2014. The community has been welcoming and he (Drzewicki) expressed hopes that lines of communication between himself and the Township would always be open. Trustee Walker – offered to forward comments from the Master Plan Survey regarding Mason Public Schools.

Mary Shinkle – introduced herself as the Community Liaison for Representative Mike Bishop. She offered her and the Representative's support should the Township ever need it.

2014 Mason Fire Department (MFD) Annual Fire Report. Fire Chief Minshall presented the MFD's 2014 Annual Report which highlighted various incidents during the year, personnel changes, and programs operated through the department. He (Minshall) noted that only 26 fire departments in the State have a higher Public Protection Classification rating than Mason. Vevay Township represented 25% of MFD's call volume in 2014. Currently, there are five Vevay residents on the department's roster.

Chief Minshall – said that parts for Vevay's two dry fire hydrants have been ordered and installation should occur towards the end of the summer when the ground has dried. Fire contracts have been signed by the City of Mason and will soon be forwarded to the jurisdictions serviced by MFD. Among those contracts is Vevay Township's new three-year fire contract agreement. Fire Chief Minshall said the Township should receive that agreement soon.

The Board – commended Fire Chief Minshall for the department's superlative service.

Approval and Continuation of Certain Special Land Use (SLU) Permits.

Roseanne Fry has submitted a request for the Township to revoke her SLU (#42). The Zoning Ordinance does not address operator requested revocations. The Township's Legal Counsel has begun the process of reviewing the issue. The Board's involvement in the process will be postponed until this issue has been resolved. The Planning Commission has recommended continuation of the following SLUs:

- #41 Tower Assets Newco, 146 Plains Road – Cellular Tower
- #82.02 Richard Lyon, 1436 S. Ives Road – Gravel Mining
- #83 Jeffery Broughton, 2474 Rolfe Road – Radio Repair

MOTION Walker, seconded Sherwood, that Special Land Use Permits #41, #82.02 and #83 be approved for continuation as recommended by the Planning Commission.

Roll Call Vote

Ayes: Sherwood, Ramey, Kean, Walker & Shaw

Nays: None

Supervisor's Report:

1. Master Plan Draft Survey Update. Clerk Kean distributed the revised Master Plan survey that was reviewed by the Planning Commission at their April 8th meeting. Commissioner Thayer was present and explained that the Commission will review the survey a final time on April 21st. The Commission hopes there will be no major changes, but Community Planner Mark Eidelson has two potential changes he will present. Trustee Walker – asked if responses to individual questions can be separated so that certain organizations (such as Mason Public Schools) can read only the responses that are relevant to their operations. The Board – discussed the limited area for additional comments on the survey. Clerk Kean – suggested that the map inserted in the survey uses only one side of a sheet of paper and could be utilized for additional commenting space.

2. Zoning Board of Appeals (ZBA) Training Update. Attorney Revore lead a training session for the ZBA on April 6th. Topics discussed included linking the Master Plan and Zoning Ordinance, political impact of Board decisions, and more. The ZBA will discuss these topics in more detail at their next meeting.

Treasurer's Office:

1. 2014 Tax Settlement Report. The Tax roll has been turned over to the County and has been balanced for the 2014-15 fiscal year. The County has the responsibility to collect delinquent Real Property Tax. The Township expects the County to send the delinquent settlement check sometime in June.

2. 2014 Delinquent Personal Property Tax to Collect. All delinquent *personal* property tax collections are the responsibility of the Township Treasurer. Treasurer Sherwood has already begun the collection process. Sherwood said late payments are a recurring process with many individuals who currently owe the Township personal property tax. An IFT property (Industrial Tax Facility) located in Legion Drive has moved out and is delinquent on winter tax. The collection procedure for an IFT is more legally complex and Treasurer Sherwood has consulted with the Township Attorney regarding collection.

Clerk's Office:

1. Elections Update. The Election Commission met on April 6th for a public accuracy test of the ballot tabulator as well as to appoint election inspectors and receiving board members for the May 5th Special Election. Both ballot tabulators and the AutoMARK ballot marking system were tested prior to the public meeting. State Law requires only one tabulator to be tested during the public accuracy test. Both the preliminary and public tests were performed without error.

2. Deputy and Clerk Training Reports. Last month the Clerk and her Deputy attended the Michigan Association of Municipal Clerk's Masters Academy and Clerks Institute respectively. Clerk Kean – thanked the Board for authorizing the training funds. Both she (Kean) and Deputy Clerk Linsley shared highlights from their training.

Clerk Kean – in response to questions posed by Trustee Walker, said that the price of the May Election for the State will be about 10 million dollars and that the Township will be reimbursed for all expenses directly related to the election.

Outdoor Assembly Permit Requests:

1. Michigan Steam Engine & Threshers Club. The Township has received an application for an Outdoor Assembly Permit from the *Michigan Steam Engine & Threshers Club*. The group will be hosting their annual gathering on July 31 through August 2, 2014. The Township has also already received the necessary \$250 permit fee and some documents; however, the remaining required documents must be received into the Township Office prior to the event.

MOTION Shaw, seconded Walker, to grant the Michigan Steam Engine & Threshers Club an Outdoor Assembly Permit for their annual event on July 31 through August 2, 2015.

Roll Call Vote

**Ayes: Shaw, Sherwood, Ramey, Kean & Walker
Nays: None**

2. Experimental Aircraft Association (EAA) Chapter 55. Chapter 55 of the EAA has submitted an application for an Outdoor Assembly Permit for the group's annual event, Mason Aviation Day. As they have for the past several years, the EAA has requested the \$250 application fee be waived as they are a Not-for-Profit Corporation 501(c)7. No admission will be charged for the event and money raised will be contributed to the Newberry Aviation Scholarship Fund. The event will take place on Saturday, August 15th.

MOTION Sherwood, seconded Kean, to grant the EAA an Outdoor Assembly Permit for Mason Aviation Day on August 15, 2015 and to waive the \$250 application fee.

Roll Call Vote

**Ayes: Walker, Shaw, Sherwood, Ramey & Kean
Nays: None**

Authorization to Purchase Folding Chairs & Chair Cart for Township Hall. The Board discussed the benefits of buying new chairs for the Township Hall. The models presented to the Board would save a significant amount of space and provide additional comfort for residents.

Additionally, the old chairs could be donated to Mason Public Schools who has expressed an interest. The cost for the chair model in consideration would be \$2,730 for 84 units, \$433.50 for a chair cart, and an additional \$75 for delivery. The specific model includes a lifetime warranty.

MOTION Kean, seconded Walker, to authorize the purchase of new chairs and a chair cart for the Township Hall for an amount not to exceed \$3,500 and expensed to Capital Outlay (GL #101-265-970.000).

Roll Call Vote

**Ayes: Kean, Walker, Shaw, Sherwood & Ramey
Nays: None**

Authorization to Purchase Playground Mulch for Township Hall Playground. Buying mulch that is certified by the International Playground Equipment Manufacturers Association (IPEMA) would help increase safety and reduce liabilities on the Township playground. *Brinkwood Products* has provided a bid for the needed amount of IPEMA certified mulch at a total of \$560 and an additional \$523.32 for delivery. The Township custodian would spread the mulch. The Board discussed if there would be a more cost-effective shipping method. Supervisor Ramey – said he would look into other options if the Board authorizes the necessary funds.

MOTION Sherwood, seconded Kean, to authorize \$1,500 for the purchase of IPEMA certified playground mulch from a business to be determined by the Supervisor and expensed to Capital Outlay (GL #101-265-970.000).

Roll Call Vote:

**Ayes: Ramey, Kean, Walker, Shaw & Sherwood
Nays: None**

Authorization to Purchase Eave Trough/Down Spouts Replacement at Township Hall. Two companies are placing bids to replace the Township Hall's eave troughs and down spouts. *Guilford's Siding* out of Mullikan, Michigan indicated that the bid they submitted one year ago is still effective. *Streamline Enterprises*, a company who operates in our Township will be placing a bid soon. The project must occur under specific weather conditions so the Board would intentionally authorize payment for the project at tonight's meeting so the eave troughs may be installed at the most opportune time. Clerk Kean - noted that \$2,500 has been budgeted in the 2015-16 fiscal year for this particular project.

MOTION Sherwood, seconded Shaw, to authorize the purchase of an eave trough and down spouts for an amount not to exceed \$2,500 from *Streamline Enterprise* and expensed to Capital Outlay (GL #101-265-970.000).

Roll Call Vote

**Ayes: Sherwood, Shaw, Walker, Kean & Ramey
Nays: None**

Adoption of Resolution in Recognition of Gary Howe's Service to Vevay Township.

**VEVAY TOWNSHIP RESOLUTION 15-02
IN RECOGNITION OF
GARY HOWE
ON THE OCCASION OF HIS RETIREMENT**

WHEREAS, on March 31, 2015, *Gary Howe* retired from Vevay Township; and

WHEREAS, *Gary Howe* served in law enforcement with the Michigan State Police before pursuing a second career as the successful proprietor of multiple businesses; and

WHEREAS, *Gary Howe* served as Supervisor for Vevay Township from August 2, 2012 through March 31, 2015; and

WHEREAS, upon assuming the duties of Supervisor his leadership provided stability needed in a time of transitioning within the Township; and

WHEREAS, he assumed office with fiscal expertise, thoughtful decision-making, and a community-centered disposition to promote the greater good of citizens in Vevay Township; and

WHEREAS, his dedication and service has not gone unnoticed by Vevay Township's Boards, Commissions, and residents.

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees hereby honors fellow Trustee *Gary Howe* for his exceptional service as Supervisor of Vevay Township and wishes him and his family a healthy and prosperous future as he begins his *third* retirement.

BE IT FURTHER RESOLVED that a copy of this resolution be suitably enrolled, framed, and presented to *Gary Howe* as a symbol of Vevay Township's sincere gratitude.

MOTION Kean, seconded by Walker, to adopt the foregoing resolution.

Roll call vote	Ayes:	Shaw, Walker, Kean, Ramey & Sherwood
	Nays:	None
	Absent:	None

RESOLUTION DECLARED ADOPTED.

MOTION Sherwood, seconded Walker, to authorize the purchase of a frame and matting for Resolution #15-02 for an amount not to exceed \$20 and expensed to Governing Body Supplies (GL #101-101-728.000).

Roll Call Vote	Ayes: Walker, Shaw, Sherwood, Ramey & Kean
	Nays: None

Board Appointments. Clerk Kean – explained that Gary Howe has been asked to accept the alternate position opening for the Zoning Board of Appeals because he has an extensive knowledge of local issues. This makes him an ideal candidate for the alternate position.

Other Business. Supervisor Ramey – explained that the internet service at the Township Hall has not been satisfactory for the Township’s needs. He (Ramey) has been exploring other options. Currently, fiber optics are connected to the *Michigan Packing Company*. AT&T has offered to run fiber optics to our building at no cost. The Supervisor will consult with the Township’s IT provider. While the fiber optics would be extended to the Township for free, there would be several additional costs associated with the project.

Additional Public Comment. Resident Jay Jenkins – explained that he felt disappointed in the way the Board handled the appointment of the new Supervisor.

Adjournment. The meeting was adjourned at 8:50 p.m.

JoAnne Kean, Clerk

*Transcribed by Deputy Clerk Brett Linsley
April 2015 BOT Minutes.doc*

DRAFT