

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Monday, February 9, 2015
Vevay Township Hall – 7:00 p.m.**

MINUTES

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

Members Absent: None

Staff Present: Deputy Clerk Brett Linsley

The meeting was called to order by Supervisor Howe at 7:00 p.m. followed by the Pledge of Allegiance.

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

Pending Business: Authorization for Trees & Brush Removal Proposal – Hawley Cemetery.

Adoption of Consent Agenda. MOTION Walker, seconded Kean, that the consent agenda be adopted as published.

Trustee Walker – asked if the organizers of the *Susan G. Komen* event had been contacted about using roads in Vevay Township. Clerk Kean – said that they will be contacted after the Board reviews their information tonight.

Roll Call Vote

Ayes: Howe, Sherwood, Shaw, Walker & Kean

Nays: None

***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 (*).**

- A. January 12, 2015 Regular Meeting Minutes.*approve & file
- B. Treasurer’s January 2015 Fund Balances. *receive & file
- C. Clerk’s January 2015 Balance Sheets. *receive & file
- D. Disbursements: General Fund Checks #26484 - #26540, EFTs #94, #95 & #96 in the Amount of \$73,403.26. *approve & file
- E. AGS January 2015 Building/Zoning Report. *receive & file
- F. Planning Commission 1/07/15 Regular Meeting Minutes. *distribute
- G. WOW! re: Announcement of New System Manager for WOW!. *file
- H. Correspondence
 - 1. Mason Fire Dept. re: December & January Response Reports.*file
 - 2. *Susan G. Komen* Mid-Michigan re: *Ride for the Cure* in Vevay Twp 8-1-15. *file
 - 3. City of Mason re: PA 425 Adjustment (Check received for \$6,358.29). *file

Approval and Continuation of Certain Special Land Use Permits (SLUs). The Planning Commission has recommended approval and continuation of the following SLUs:

- | | |
|--------|---|
| #70 | Snow's Sugar Bush, 3188 Plains Rd. – Restaurant/Syrup |
| #97.01 | Crazy-C Hayhoe Land Company, Barnes Rd. – Gravel Mine |
| #119 | Rodney Ball, 2215 Rolfe Rd. – Taxidermy Shop |

MOTION Sherwood, seconded Walker, that Special Land Use Permits #70, #97.01, and #119 be approved for continuation as recommended by the Planning Commission.

Roll Call Vote

Ayes: Sherwood, Howe, Kean, Walker & Shaw

Nays: None

Supervisor's Reports:

- 1. Board of Review.** Meeting dates have been set for the Board of Review. An organizational meeting will be held on March 3rd, followed by two meetings on March 9th and 10th at which the Board will hear assessment appeals.
- 2. Hull Road Bridge Update.** County Commissioner Naeyaert has notified Supervisor Howe that the Ingham County Road Department has approved repairs to the Hull Road Bridge. At the Road Transportation Advisory Meeting, it was announced that the project will receive County funding in the amount of \$335,000 as well as some Federal highway grants.
- 3. Ingham County Road Department (ICRD) Advisory Board Update: May Ballot Proposal and Kipp Road Maintenance Update.** At the ICRD Advisory Board meeting it was explained that, if passed, the May ballot proposal would, in part, generate \$1.2 billion in revenues that would be used for Michigan Department of Transportation debt retirement and roads maintenance during its first two years. Starting in the third year, all of the \$1.2 billion generated would be used for roads maintenance. Also starting this construction season, there will be the resurfacing on Kipp Road plus pedestrian improvements at the corner of Hull & Kipp Roads and Cedar Street & Meijers Gas Station. Once again the Board discussed needed changes to the intersection of Kipp and Eden Roads. Safety enhancements are desperately needed due to the heavy traffic conditions that occur at least twice daily due to the nearby high school and constant traffic of semi-trucks from local businesses.
- 4. Joint BOT/PC Meeting.** A joint meeting between the Planning Commission and Board of Trustees for Master Plan organization has been scheduled for March 4th at 7:00 p.m. Both bodies will be required to post meeting notices as well as compose separate sets of minutes.
- 5. Compensation Commission Update.** The Compensation Commission can only meet in odd years to review elected officials salaries. Their review/recommendations will be for the years of 2015 and 2016. They will meet on February 19th and the 26th. A possible third meeting has been set for March 2nd if needed.

MTA 2015 Annual Conference Training Reports. The Township Board, Deputy Clerk, and four Planning Commission Members attended the Michigan Townships Association's Annual Conference at the end of January held in Grand Rapids. Each of the Board members as well as the Deputy Clerk shared notable information they learned at the conference. All attendees

expressed their appreciation for the educational opportunity. Next year's annual conference will take place in Detroit. MTA has discussed moving 2017's conference to Lansing in April instead of January when it is normally scheduled.

Treasurer's Report. A 2014 list of Vevay Township forfeited property taxes for 2012 and some prior years was presented to the Board. This list was taken from the annual publication from the Ingham County Treasurer's Office and includes parcel numbers, names, addresses and figures of all delinquent property taxes in Ingham County as of 12/2/2014. The complete list would be available at the Township office for officials or the public to reference. A show cause hearing for these property taxes has been scheduled for Thursday, February 12 and will be held at the Ingham County Courthouse.

Clerk's Report:

- 1. MTA – ICC Quarterly Meeting.** The Ingham County Chapter of the Michigan Townships Association will have its next quarterly meeting at the Vevay Township Hall on Wednesday, February 25th. Bill Conklin, Managing Director of the Ingham County Road Department, will be the keynote speaker and will be providing information about how the May ballot proposal would affect Ingham County if passed.
- 2. Mason High School (MHS) Voter Registration Day.** Plans are finalized for a voter registration day at MHS. The event will take place Thursday, February 26. Clerks from the City of Mason, Alaiedon and Aurelius Townships will join Clerk Kean at the event.

Authorization Request for an Equipment/Maintenance Agreement for the Folding Machine. Last month, a maintenance technician from *Pitney Bowes* serviced the Township's folding machine which has been experiencing problems. The service call cost approximately \$500 and, after some minor repairs, confirmed that the machine was still in good in working order. The Township could still pursue a maintenance contract on the machine if one was desired. The machine folds assessing notices, tax bills, absentee ballot applications, and other mass mailings. The estimated annual cost for the contract is \$547. Supervisor Howe said that, as a written contract has not yet arrived for the Board's review, he would entertain a motion to approve entering into a contract under the assumption that the annual cost of the agreement would be under \$600.

MOTION Walker, seconded Kean, to authorize the expense of an Equipment/Maintenance agreement with *Pitney Bowes* for the folding machine for an amount not to exceed \$600 (GL #101-210-818.000).

Roll Call Vote

Ayes: Shaw, Sherwood, Howe, Kean & Walker

Nays: None

Authorization Request for Payment of the Drain Assessments at Large Invoice for 2014-15.

At Large assessments are made for properties that are not individually listed such as drains, roads and various similar services in the Township. Based on the nature of At Large assessments, annual invoices can vary greatly. The Township has been invoiced for \$7,420. Only \$7000 was budgeted for this cost.

MOTION Kean, seconded Sherwood, to authorize the transfer of \$500 from Unappropriated Funds (GL #101-000-676.000) to Drains Tax At Large (GL #101-445-969.000) and to authorize the payment of the 2014-15 At Large Drain Assessment invoice for the amount of \$7,420.

Roll Call Vote

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

Authorization Request for Michigan Townships Association (MTA) Online Training Expenses for PC Members McNeilly and Emens. The Planning Commission's two newest members have expressed an interest in the online training courses provided by MTA. Clerk Kean presented a handout and requested that the Board consider authorizing expenses for Coe Emens and Pattie McNeilly to each take three courses (listed in the handout) that are pertinent to their duties. If purchased in March, MTA will discount 50% of the cost for each class.

MOTION Sherwood, seconded Shaw, to authorize the purchase of the following online courses for Patricia McNeilly and Coe Emens from MTA during the month of March at a 50% discount to be charged to Planning Commission Educational Meetings (GL #101-801-960.000):

Introduction to Planning & Zoning: The Tools
Introduction to Planning & Zoning: The Process
Land Use: Defining Your Township's Master Plan

Roll Call Vote

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

Authorization Request for Payment of the 2015 Ingham County HazMat Dues Invoice.

Vevay Townships' 2015 participation level for HazMat dues remains \$500, the same amount it has been for the past several years. The dues collected from cities, townships, and villages throughout the county provide the all-volunteer HazMat Team with continued training and equipment maintenance for immediate response situations.

MOTION Shaw, seconded Walker, to authorize payment of 2015 Ingham County HazMat dues in the amount of \$500 to be charged to HazMat Funding (GL #101-336-813.000).

Roll Call Vote

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

Authorization Request for Generator Security Fence Proposals. Two proposals have been submitted to the Township for furnishing a three-sided, six-foot security fence with slats to surround the new emergency generator. *Clery Fence* has proposed a cost of \$2519 for the fence itself and an additional \$493 for slats. *Spartan Fence* has also provided a proposal that includes both the fence and the slats for \$2500.

MOTION Shaw, seconded Sherwood, to approve the purchase of a fence from *Spartan Fence* to secure the emergency generator for the cost of \$2500 to be charged to Capital Outlay (GL #101-265-970.000).

Roll Call Vote

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

Authorization for Trees/Brush Removal Proposal – Hawley Cemetery. There are several trees at Hawley Cemetery that are posing a threat to monuments. *Harper Hill Forestry* has provided a proposal that would remove one large tree and four smaller trees as well as provide some pruning on the west side of the driveway fence for \$3500. That cost would be invoiced for this fiscal year and would expend most of the remaining money budgeted for Hawley Cemetery's contractual upkeep.

The Board briefly discussed similar repairs that may be needed at the Eden and Rolfe cemeteries. It was noted that the proposed repairs are important as there are potential threats to monuments.

MOTION Shaw, seconded Walker, to approve expenses for maintenance and upkeep at Hawley Cemetery provided by *Harper Hill Forestry* for a cost not to exceed \$3500, charged to Contractual Upkeep - Hawley (GL #101-276-818.209).

Roll Call Vote

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

Cemetery Sexton Responsibilities. Michigan Common Law stipulates that Board members may be paid additional compensation for assigned non-statutory duties. Since taking over as Supervisor three years ago, Supervisor Howe has performed the duties of cemetery sexton without expectation or request for compensation. Although the duties of a sexton are not statutory for the Supervisor, Vevay has historically never separated the two positions for the purpose of compensation. As we enter the budgeting process, Supervisor Howe felt it would be wise to prepare a job description for the sexton and begin discussion of compensation in the interest of future Boards who may find that the Township would be best served by separating the duties of sexton and Supervisor. In his research and his past three years of experience, Supervisor Howe believes four hours a week would be a conservative estimate for the average amount of time spent on sexton duties. He (Howe) offered \$17 as an hourly rate to begin discussion and announced that he would not be voting on this matter.

The Board – conceded that a job description and separate compensation should be established. Discussion occurred regarding how various townships delegate and compensate sexton duties. Contracting services as well as cemetery management software were also discussed.

Trustee Walker – expressed agreement with the forward-thinking projects that the Board has pursued but asked about the potential effects these projects may have on the Township's liquidity in coming years. Supervisor Howe – clarified that while liquidity was extremely good when he first arrived, that was due to many problems that were not being addressed. Furthermore, even with increased spending Vevay remains one of the most fiscally conservative townships in the

area. Trustee Shaw – noted that low interest rates make the present a good time for needed expenditures as the money would not generate much return if it stayed in the bank.

MOTION Shaw, seconded Walker, to formally delegate the non-statutory duties and responsibilities for the Vevay Township Administrative Sexton to the Township Supervisor according to the following job description and compensated at the monthly rate of \$333.33 (\$4000 a year):

- Acts as Vevay cemeteries Goodwill Ambassador.
- Responsible for creating and keeping updates cemetery records and associated documents such as burial permits and available spaces.
- Liaison with Funeral Directors as well as monument companies and family representatives.
- Responsible for oversight of Hawley, Eden and Rolfe Cemeteries.
- Scheduling property improvements such as overgrown tree removal, roadway improvements, and monument foundation installations.
- Submit an annual budget request to the Board of Trustees for consideration during the fiscal budget cycle.
- Meets with grieving family members while they are attempting to purchase a grave site during the memorial planning process.
- Supervising the compliance of Vevay Cemetery Rules and Regulations.
- Supervising the ongoing maintenance such as mowing, trimming, and snowplowing needs.
- Extended night and weekend availability for scheduling grave openings and sales.
- Additional cemetery administrative needs that the Board of Trustees approve as part of this responsibility.

Clerk Kean – concurred that approving a separate compensation for this position would represent a much-needed decision that should have been made before now, but recommended starting compensation at a lower rate. She (Kean) explained that starting at a lower rate would allow greater flexibility for adjustment. If, for example, the Board revisited this decision in 6-9 months and found the approved rate to be too high, it would prove difficult to decrease. An increase would be far easier to approve in the same situation. That flexibility would be beneficial for this new paid position.

Roll Call Vote	Ayes:	Shaw, Walker, Sherwood
	Nays:	Kean
	Abstain:	Howe

Ordinance #68.24 – Table of Uses, Large/Small Wind Energy Conversion Systems. The Planning Commission has approved an amendment to Ordinance #68 and has forwarded it to the Board for approval as Ordinance #68.24. This amendment will correct a technical problem in section 8.02 in which the “Table of Uses” incorrectly lists an ordinance title with the wording “WECS/large” instead of “WECS/small.”

The following ordinance was introduced for adoption by Kean and supported by Walker.

**VEVAY TOWNSHIP
INGHAM COUNTY, MICHIGAN
ORDINANCE NO. 68.24**

PREAMBLE

AN ORDINANCE TO AMEND ORDINANCE NO. 68, THE VEVAY TOWNSHIP ZONING ORDINANCE, TO AMEND CHAPTER 8, SECTION 8.02, "TABLE OF USES" TO REVISE WIND ENERGY CONVERSION SYSTEMS/LARGE TO WIND ENERGY CONVERSION SYSTEMS/SMALL; AND TO PROVIDE AN EFFECTIVE DATE HEREOF.

Roll Call Vote

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

(Note: The official record of Ordinance No. 68.24 is printed in its entirety (two pages) in Vevay Township Ordinances, Volume II.)

ORDINANCE DECLARED ADOPTED.

Supervisor Howe – explained that adopting this ordinance represented the final step of compiling the 2008 Zoning Ordinance and its 24 amendments. He (Howe) expects the updated ordinance to be published and printed within thirty days. It was also noted that in terms of the new Zoning Ordinance’s layout, amendments will be placed in direct proximity to the sections they are updating as opposed to at the end of the document.

Scheduling 2015-16 Budget Workshop(s) and Budget Public Hearing. The following were brought to the Board for consideration as potential dates for budget workshops and a budget public hearing:

Workshop - Thursday, March 5th at 11:00 a.m.

Workshop - Thursday, March 12th at 11:00 a.m.

Public Hearing - Thursday, March 26th at 7:00 p.m.

MOTION Kean, seconded Sherwood, to approve the budget workshop and budget public hearing dates as presented.

Roll Call Vote

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

Board Appointments. Supervisor Howe has nominated longtime Vevay resident and retiree Wayne Uzzle as a candidate for the Compensation Commission’s vacant position.

MOTION Kean, seconded Walker, to appoint Wayne Uzzle to the Compensation Commission for a partial term ending October 1, 2015.

Roll Call Vote

Ayes: Howe, Kean, Walker, Shaw & Sherwood

Nays: None

Other Business. Trustee Walker – regarding the generator, wondered about what emergency services the Township can provide with the emergency generator and whether those capabilities should be published for the general information of the public.

Supervisor Howe – said that an Ingham County Homeland Security meeting has been scheduled for March to discuss how local authorities should respond to emergencies. This meeting should give a better idea of how Vevay can respond to these kinds of situations. At present, however, advertising the machine’s capabilities or any associated services would be premature.

Public Comment. Regarding the tree removal project at Hawley Cemetery, resident Greg Shaw asked if a local company had been contacted for a proposal.

JoAnne Kean, Clerk

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