

BOARD OF TRUSTEES
Regular Meeting
Monday, January 12, 2015
Vevay Township Hall – 7:00 p.m.

MINUTES

Members Present: Supervisor Gary Howe, Clerk JoAnne Kean, Treasurer Shaun Sherwood, Trustee Bruce Walker and Trustee Doug Shaw
Staff Present: Deputy Clerk Brett Linsley
Others Present: Local Farmer Robert Gardner

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

Adoption of Consent Agenda. Trustee Shaw – asked about two items on the disbursements report. The costs listed seemed incongruent with the two items’ descriptions. Clerk Kean – clarified that both disbursements were for Bank of America credit cards (the Supervisor, Clerk & Treasurer are each authorized for credit card use). BS&A Software has provided a new feature that allows items to be invoiced separately but charged to the same credit card. Currently, however, the software lists only one invoice’s description on the disbursements report. She (Kean) provided supporting documentation and said that she and Deputy Clerk Linsley are working to ensure more accurate descriptions appear on the disbursements report for credit card payments.

In addition to signing the monthly disbursement authorization sheet, each Board member also initialed the actual disbursement report in question.

MOTION Walker, seconded Shaw, that the Consent Agenda be adopted as published.

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 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. 12/08/14 Regular Meeting Minutes.*approve & file
- B. Treasurer’s December 2014 Fund Balances & Investments. *receive & file
- C. Clerk’s December 2014 Balance Sheets. *receive & file
- D. Disbursements: General Fund Checks #26424 - #26483, EFTs #92 & #93 in the amount of \$78,916.19. *approve & file
- E. AGS December 2014 Building/Zoning Report. *receive & file
- F. 2014 Annual AGS Building/Zoning Report. *receive & file
- G. Planning Commission 12/3/14 Regular Meeting Minutes. *distribute
- H. IRS re: 2015 Standard Mileage Rates. *approve & file

- I. Correspondence
 1. Mason Fire Dept. re: November Response Report. *file
 2. Mason Fire Dept. re: Three New Fire Fighter Trainees. *file
 3. WOW! re: Programming Changes effective 12-31-2014. *file
 4. Michigan PSC re: Notice of Hearing for Consumers Energy Company. *file
 5. Ingham Intermediate School District re: Notice of Intent to Collect 100% of the 2015 Summer Tax Collection. *file
 6. IC Genealogical Society re: 2015 Meetings Moved to Holt Location. *file

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

- #3 VFW Post 7309, 1243 Hull Rd – Meeting Hall
- #69 Ronald Weesies, Kelly Rd – Greenhouse
- #121 Kellie Johnson, 2305 Tomlinson Rd – Beauty Shop

MOTION Kean, seconded Walker, that Special Land Use Permits #3, #69, and #121 be approved for continuation as recommended by our Planning Commission.

Roll Call Vote

Ayes: Sherwood, Howe, Kean, Walker & Shaw

Nays: None

Supervisor's Report:

- 1. Board Room Dividers Update.** Supervisor Howe stated that the room dividers approved at last month's meeting have arrived. He (Howe) explained specifications of the new room dividers. He also has spent some time looking into the possibility of locks to secure the dividers to the Board room walls. The dividers were purchased to block off the Board table and chairs from the rest of the rental area.
- 2. Motorless Trail Update.** The Downtown Development Authority (DDA) recently proposed a partnership between itself and the Township to look into possible designs and costs of a motorless trail that would run from Kipp Road to the Vevay Township Hall. Supervisor Howe presented to the Board a possible trail route that was explored at the DDA's last meeting. Engineering companies in the area have been contacted and sometime this week will submit estimates for the cost of a preliminary study. The DDA has asked for the Board of Trustees to consider whether they would be interested in funding part of the study. Trustee Walker – suggested the Board consider sending a request for funding to the Ingham County Parks Department once the preliminary study has been performed.
- 3. Joint Board of Trustees/Planning Commission Meeting on 3-4-15.** A joint meeting between the Board and Planning Commission will take place on March 4th. This will be an orientation meeting to begin the process of re-writing our Master Plan.
- 4. Kipp Road Repairs Update.** Repairs on Kipp Road are scheduled to begin this year starting at *Meijers* and continuing until the road ends at Dexter Trail. Although it continues to be a topic of discussion between the Township and the Ingham County Road Department (ICRD), the possibility of a new traffic light at the corner of Kipp and Eden Roads will not be included in this year's repairs. Repaving and other surface work will be given the most attention. The Board discussed the need for more substantive

changes at the intersection of Kipp and Eden Roads that will make it more safe for school age and adult drivers.

Clerk's Report:

- 1. Upcoming Elections Update.** Vevay Township will be involved in two more elections over the next six months. Residents in the Dansville School District will go to the polls on February 24th to vote on two operating millages. Because our Township has signed a contract with the Dansville School District, the 114 Vevay voters in the District will vote at Ingham Township Hall. The second election will be held statewide on May 5th to vote on a proposed Constitutional Amendment that would approve raising the sales tax by one percent. The State will be reimbursing the Township for expenses related to this election. Trustee Walker – said he has done some research on the structural integrity of the Dansville Middle School building and asked if residents will be voting to approve school bonds for its possible new construction. Clerk Kean – clarified that the issue of school bonds will not be on the February ballot.
- 2. Office Photocopier Purchase Update.** The new photocopier approved for purchase at last month's meeting has arrived. After observing a demonstration, the office staff selected a *Sharp* photocopier. The staff has responded favorably to its performance.

Request to Extend a Grace Period for Rental Fee for College Road Properties Lease.

Supervisor Howe introduced Mr. Robert Gardner who currently leases the Township properties on College Road. Mr. Gardner has been in contact with Supervisor Howe to request that the lease payment due date be changed from 3-31-15 to a date in the Fall after the crops have been harvested.

Mr. Gardner – brought forward his request for the extension of a grace period. He (Gardner) explained that if the Township has concerns about the risk of not receiving payment, he would be willing to discuss the possibility of using next year's crop sales as collateral.

The Board – discussed concerns about the legal implications of granting a grace period with our current farm lease agreement. The agreement that the lease operates under does not currently include language that allows extension of a grace period and would require it to be re-written. This would accrue legal fees that Mr. Gardner indicated he would not have an interest in helping to pay. Clerk Kean – noted that the rental payment was an important source of revenue that was included when balancing the 2013-14 budget.

The Board came to a consensus to take no further action regarding this issue. Mr. Gardner was thanked for his time and for putting the Township's College Road property to good use.

Request for Contribution to Meals on Wheels Program for Vevay Residents.

Vevay has contributed to the Tri-County Office on Aging's *Meals on Wheels* program for a number of years. In 2014, the program provided 1,251 meals to ten Vevay Township residents. The program's director has submitted this year's request for a \$277 contribution from the Township. Clerk Kean – commented that this is an excellent program and worthy of the contribution.

In 2013, the program provided seven residents with 1,184 meals for a \$279 contribution. In 2012, they provided eleven residents with 1,487 meals with \$270 contribution.

MOTION Sherwood, seconded Walker, to authorize a contribution to the Tri-County Office On Aging's 2015 Meals on Wheels Program in the amount of \$277 (GL #101-101-956.000) to support Vevay Township residents.

Roll Call Vote

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

Third Quarter Budget Revenue/Expenditure Report. After the Board thoroughly reviewed the third quarter report, two adjustments were in need of consideration. The first adjustment was regarding the Deputy Clerk's wages and the second was in the Building/Zoning Contracted Services.

Regarding the need for addition funds for the Deputy Clerk's wages, Clerk Kean stated that approximately one third of the biweekly paychecks paid to the Deputy Clerk since April 1, 2014 have been increased substantially because of election training and the additional duties required for the August and November Elections.

MOTION Shaw, seconded Walker, that the 2014-15 GF Budget be amended to allocate \$4,000 from Unappropriated Funds (GL #101-000-676.000) to Wages – Deputy Clerk (GL #101-215-703.000)

Roll Call Vote

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

Regarding the second adjustment, Supervisor Howe noted that the unanticipated *Building Permits* costs were a positive indicator in the Township's increased construction activity and could only be estimated during last year's budget process. Also, a new expenditure line item for *Enforcement & Special Inspections* was created by the Board just a few months ago with a budget of only \$100.

MOTION Walker, seconded Kean, that the 2014-15 GF Budget be amended to allocate \$2,500 from Unappropriated Funds (GL #101-000-676.000) to the following accounts:

101-371-819.000	Building Permits	\$1,000
101-371-824.000	Enforcement & Special Inspections	\$1,500

Roll Call Vote

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

Supervisor Howe – noted that the funds authorized for the 2014 Local Roads Improvement Program that were not spent during this fiscal year will be moved forward and used when road work begins in the spring of 2015. That money (approximately \$52,000) will be used to complete chip sealing that was originally scheduled to be done in 2014.

Authorization Request for Registration Expenses to Attend Michigan Association of Municipal Clerks (MAMC) Trainings. The Clerk has submitted two requests for authorization of expenses to attend trainings:

- 1.) Deputy Clerk Brett Linsley recently submitted a scholarship application to the local *Capital Area Municipal Clerks Association* and has received a scholarship that would cover half of the registration cost for him to attend MAMC's Basic Clerk Institute. Clerk

