

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Monday, June 8, 2015
Vevay Township Hall – 7:00 p.m.**

MINUTES

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

Members Absent: None

Staff Present: Deputy Clerk Brett Linsley

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

Set/Amend Agenda. The following items were added to the agenda under Pending Business:

- Setting a Wage for the New Deputy Treasurer
- Authorization to Add New Deputy Treasurer to Bank Signature Cards

Adoption of Consent Agenda. A correction was made to the date of correspondence #3. It should be 3-31-15.

MOTION Shaw, seconded Walker, to adopt the consent agenda as amended.

Roll Call Vote

Ayes: Ramey, 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 (*).**

- Regular Mtg. on 5-11-15 & Special Mtg/Public Hearing on 5-19-15.*approve & file
- Treasurer's Report on May 2015 Fund balances. *receive & file
- Clerk's Report on May 2015 Balance Sheets. *receive & file
- Disbursements for 6-08-15 Report: General Fund Checks #26739 - #26817, EFTs #107, #108 & #109 in the amount of \$66,606.25. *approve & file
- Planning Comm. Regular Meeting Minutes on 5-06-15.*distribute
- May 2015 AGS Building/Zoning Report. *receive & file
- Correspondence from:
 1. Mason Fire Dept. re: April Response Report.*file
 2. WOW! Cable re: Quarterly Payment Period Ending 3-31-15. *file
 3. MERS (Retirement System) re: Quarterly Report Ending 3-31-2015. *file
 4. IC /Drain Commissioner Lindemann re: Notice of Day of Review on 6-3-15 for

(Correspondence Continued)

the Following Drainage Districts: Angel Acres Drain, Aurelius & Vevay Drain, Barnard Drain, Bergeon Drain, Bush Drain, Campbell Drain, Chapin Drain, & Talmadge Drain. *file

Public Comment. Resident Greg Shaw – said that he believes the Planning Commission (PC) has acted against the interests of local businesses. He commented on the PC’s decision at their last meeting to postpone approval of a particular Special Land Use (SLU) permit. Trustee Walker, who also sits on the PC, tried to convey the Commission’s reasoning for delaying the approval of that SLU. He (Walker) said that the delay was new information for all PC members at the meeting. New “fact findings” must now be included in the motion to approve SLUs. The PC needs to put together a guide for fact finding to support the work required to approve or deny SLUs. An additional month may or may not be needed in the process of approving SLUs.

Clerk Kean – commended Deputy Clerk Linsley for the work he did transcribing minutes for the Board’s Public Hearing on May 19th.

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

- | | |
|--------|--|
| #10 | Thomas Plumhoff, 1858 Columbia Road – Radio Tower |
| #35.01 | Eagle View Golf Course, Tomlinson/Service Roads – Golf Course |
| #72 | Michigan Trapshooting Association, 1534 Service Road – Trapshoot |
| #124 | Tele-Site/Verizon Wireless, Columbia Road – Cell Tower |

Trustee Walker noted for the record that the Township has not received renewal payment for SLUs #35.01 and #124.

Motion Kean, seconded Shaw, to approve SLU permits #10, #35.01, #72, and #124 as recommended by our Planning Commission.

Roll Call Vote

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

Supervisor’s Report:

- 1. AT&T Internet Upgrade Update.** No progress in the installation process has been made as of this date. Supervisor Ramey has signed and returned the contract to AT&T. Installation should begin in 30 to 60 days.
- 2. MTA On The Road Training Update.** Supervisor Ramey reviewed highlights of the training he attended. He (Ramey) distributed a handout that provided an analysis of the Audit of Minimum Assessing Requirements that is performed by the State. The handout also included information on hydraulic fracturing that was presented at the training.

Clerk's Report. The State of Michigan randomly selects voting precincts throughout the State to be audited following elections. Precinct two in Vevay Township was chosen and was audited on June 2nd. Clerk Kean was happy to announce that the audit went smoothly and that no errors were found and no corrections were needed in the audited precinct.

City of Mason Fire Services Three-Year Contract. The Township's Legal Counsel has recommended changes to the Township's contract for fire services with the City of Mason (for the period beginning 7-1-15 through 6-30-18). The Township's Legal Counsel stated that the current language leaves the Township liable for firefighter claims. The revised language will circumvent this problem. Trustee Walker – noted a typo on page 7, section 10, line #2: the word "it" should be "its."

MOTION Walker, seconded Kean, to approve the revised and improved three year contract with the City of Mason to provide fire services in Vevay Township.

Roll Call Vote

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

Proposed Mud Creek Drain Project Pre-Payment Resolution. Treasurer Sherwood prepared a handout for the evening's packet that explained which certificate of deposit (CD) investments would be cashed in to fund the Township's portion of the Mud Creek Drain Project cost. A minor fee will be charged for cashing out one of the CDs before it has reached maturity. The long-term cost saved by making a large down-payment on the project will help negate approximately \$100,000 in interest. Trustee Walker – asked about the transfer procedure from our CDs to the correct funds. Clerk Kean – noted that the resolution the Board will vote on explains and approves the necessary paperwork and transfers. Treasurer Sherwood – clarified that all general fund monies are in one bank account. The Township's attorney and auditor have both reviewed and approved the resolution.

**VEVAY TOWNSHIP
INGHAM COUNTY, MICHIGAN
MUD CREEK DRAIN PROJECT RESOLUTION
RESOLUTION NO. 15 - 03**

At a meeting of the Vevay Township Board of Trustees, Ingham County, Michigan, held at the Township Hall on Monday, June 8, 2015, at 7:00 p.m.

PRESENT: Supervisor Jesse Ramey, Clerk JoAnne Kean, Treasurer Shaun Sherwood,
Trustees Doug Shaw and Bruce Walker

ABSENT: None

The following resolution was offered by Kean and seconded by Sherwood.

WHEREAS, on February 10, 2014, Ingham County Drain Commissioner Patrick E. Lindemann received a Petition for maintenance and improvement to the Mud Creek Drain, a duly established county drain serving Vevay Township; and

WHEREAS, On May 6, 2014, an independent Board of Determination found that the maintenance and improvement of the Mud Creek Drain is necessary for the protection of public health, convenience or welfare, and that a portion of the construction of the proposed drain is necessary for the protection of the public health in Vevay Township; and

WHEREAS, the Ingham County Drain Commissioner entered the Final Order of Determination on March 31, 2015, and has advised the Township that it will be liable to pay a portion of the project cost of \$2,325,000.00 by reason of benefits at large for public health; and

WHEREAS, the Township may pre-pay all or a portion of its at-large assessment before bonds are issued and sold; and

WHEREAS, pre-payment of a portion of the Township's at-large assessment will reduce the amount of total interest paid by the Township on its at-large assessment and also will reduce its subsequent at-large assessment installment obligations; and

WHEREAS, Township funds are currently available to pre-pay \$212,000 of its total at-large assessment for the Mud Creek Drain Project.

NOW, THEREFORE, BE IT RESOLVED THAT the Township hereby authorizes the pre-payment of \$212,000 to be applied against its at-large assessment for the Mud Creek Drain Project.

BE IT FURTHER RESOLVED THAT the Township Board formerly amends the 2015-16 General Fund Budget to appropriate the funds. Said amendment shall increase Drains at Large account #101-445-969.000 from \$8,500 to \$220,500 – an increase of \$212,000 to be funded by Prior Year Fund Balance account #101-000-699.000.

BE IT FURTHER RESOLVED THAT the Township Treasurer is authorized and directed to make said pre-payment on a schedule coordinated with the Drain Commissioner.

Yeas: Kean, Walker, Shaw, Sherwood & Ramey

Nays: None

THE RESOLUTION WAS DECLARED ADOPTED.

Authorization Request to Pay the MTA 2015-16 Annual Dues. The fee was raised approximately \$20 from last year.

MOTION Shaw, seconded Walker, to authorize payment of the 2015-16 Michigan Township Association Legal Defense Fund and Annual Dues at the cost of \$2,407.76 and expensed to Dues and Subscriptions (GL #101-101-958.000).

Roll Call Vote

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

Authorization Request to Purchase Extended Warranty for Emergency Generator. In October, the Township's new generator will only be covered by a limited parts warranty. *Wolverine* offers a five year extended warranty with two options for maintenance services. Trustee Walker – expressed concerns regarding how little was covered by the contract. The Board discussed the deficiencies the contract and alternative options of ensuring the generator receives proper maintenance. The Board agreed that additional research was necessary before coming to a decision on this matter. Supervisor Ramey – agreed to conduct further research before the Board discusses the issue at a later date.

Freedom of Information Act (FOIA) Policy: Procedures & Guidelines & Public Summary.

The State legislature has passed new FOIA legislation that will take effect on July 1st. The Township's legal counsel has been researching the new legislation and for a small fee will provide a 14-page document with procedures and guidelines, a public summary, and a draft FOIA policy. A fee schedule will also be provided when the State has issued additional guidelines. As the attorney has not yet sent these materials, a special meeting will be called before the end of the month to adopt this policy. The item was postponed to a later date.

Request to Establish an Assistant to the Assessor Position. The Township Assessor currently pays his assistant for the duties she performs. This poses a liability concern as the assistant will be travelling as a Township employee. As a part-time employee, she must be paid hourly. The Assessor gave a \$2,400 maximum annual figure. Assessor Mackenzie will provide an hourly rate and keep track of hours to ensure that the amount paid does not go over \$2,400 per fiscal year.

MOTION Shaw, seconded Kean, to establish an Assistant Assessor position to be hired by the Vevay Township Assessor and paid at an hourly rate determined by the Assessor but not to exceed \$2,400 per fiscal year. Furthermore, the Assessor salary shall be reduced to \$28,600 per fiscal year effective June 1, 2015. Therefore the combination of Assessor and Assistant Assessor salaries shall not exceed \$31,000 per fiscal year. The Assistant Assessor salary shall be expensed to GL# 101 209 702 and the Description of GL# 101 209 702 changed to Assessor/Assistant Assessor Salaries.

Roll Call Vote

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

In response to concerns from Treasurer Sherwood, Clerk Kean suggested that the Assessor sign a notarized statement indicating his compliance with this motion.

Contract Renewal with Vargas Computer Systems (VCS), Inc. The Township's current contract with VCS will expire on August 1st. The proposed contract for another year of service does not include any changes.

MOTION Kean, seconded Walker, to authorize renewal of the agreement with Vargas Computer Systems Inc. for computer services at the Township Hall at the rate of \$483.00 per month, effective August 1, 2015 through August 1, 2016.

Roll Call Vote

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

Authorization to Upgrade Vevay Township Website. Clerk Kean has volunteered to take on the responsibilities of facilitating the rebuilding of the Township's website. The current website is cumbersome to use and operating on an old content management system. Deputy Clerk Brett Linsley has offered his services for this project with IT support from Frank Vargas. The Board has already budgeted \$3,000 for this project. Because this will be a special project, Deputy Clerk Linsley's hours will be expensed to Computer – Website (GL #101-101-802.001).

MOTION Kean, seconded Walker, to authorize expenses to rebuild the Township website at a cost not to exceed \$3,000 and expensed to Computer - Website (GL #101-101-802.001).

Roll Call Vote

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

Ingham County Treasurer's Office: Foreclosed Township Property. The County has notified the Township that a property on Hull Road has been foreclosed. The Township has an opportunity to purchase that property before it is presented for sale to the general public. The Board reached a consensus to not pursue purchase of the foreclosed property.

Appointment to the Board of Review. Prior to accepting his current position, Supervisor Ramey served on the Board of Review. His appointment as Supervisor left a vacancy on the Board of Review. Township resident Richard Lacasse has expressed an interest in the vacancy. He has an extensive history in related legal fields that makes him an exceptional candidate for the position. The Board agreed that the Township should feel fortunate to have such a qualified individual willing to serve on the Board of Review.

MOTION Kean, seconded Walker, to appoint Richard Lacasse to the Board of Review for a partial term effective immediately through *December 31, 2015.

Roll Call Vote

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

(*NOTE: at a Special Meeting on 6/12/15, a motion was made to correct and revise the effective end date of Mr. Lacasse's term on the Board of Review to 12/31/16.)

Appointment of New Deputy Treasurer. Treasurer Sherwood – regrettably informed the Board that, as of today, Deputy Treasurer Tonya Maj will no longer be able to serve the Township due to personal matters. In compliance with State law, a new Deputy must be appointed immediately. Treasurer Sherwood has chosen Township resident Kim Dockter to fill the vacancy. Mrs. Dockter's experiences include work as an office manager at a local church and various positions

at Mason State Bank. Treasurer Sherwood handed out a memo asking for a starting wage of \$14 an hour, followed by a \$1 raise after 60 days of training and a favorable job performance review. Trustee Walker – asked specifically if Ms. Dockter’s experience pertained to the duties of the Deputy Treasurer. Sherwood – noted that Ms. Dockter does not have the same experiences as Ms. Maj, but that her overall skills and experience in banking and office management would be a major benefit to the position. Trustee Walker and Clerk Kean expressed concerns about granting a raise without relevant training. Treasurer Sherwood – noted that *BS&A Software* will be offering training on the tax software in July. The Michigan Municipal Treasurers Association Institute will not be available until next spring.

MOTION Shaw, seconded Sherwood, to hire the new Deputy Treasurer Kim Docker at the rate of \$14/hr and, after 60 days and a favorable job performance review, approve a raise to \$15/hr.

Supervisor Ramey – noted that the Board only has the responsibility to set the hourly wage of Deputies and not to hire them. Trustee Shaw offered the following reconsideration of his motion.

MOTION Shaw, seconded Sherwood, to set the new Deputy Treasurer’s starting wage at \$14/hr and, after 60 days of training and a favorable job performance review, approve a raise to \$15/hr.

The Board made further deliberations on the new Deputy Treasurer’s qualifications and experience. Clerk Kean – raised the concern that a \$1/hr raise in 60 days would pay the new Deputy Treasurer (DT) \$1/hr more than the current Deputy Clerk (DC). DC Linsley has received extensive training and has more than one year of on-the-job experience. The DC was hired in at \$12/hr and was raised to \$13/hr after completion of the State of Michigan’s Certified Elections Administrator accreditation course. A recent raise now pays the DC \$14/hr. Clerk Kean said that to pay the new DT \$15/hr after 60 days on the job while the DC remains at \$14/hr would be unfair. Trustee Walker concurred and added that, based on Mrs. Dockter’s qualifications, a lesser starting pay may be more appropriate.

The Board also discussed the Board meetings scheduled within the next 60 days and whether further deliberations could occur at the July or August meetings regarding wage increases for both Deputies. Clerk Kean – finally noted that both Deputies are equally valuable and worth \$15/hr.

Treasurer Sherwood – offered the following reconsideration of the motion with Trustee Shaw in agreement:

MOTION Shaw, seconded Sherwood, to set the new Deputy Treasurer’s wage at \$14/hr.

Roll Call Vote

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

Bank Resolutions Authorizing Signees to Vevay Accounts. The Treasurer will obtain the necessary documentation from Mason State Bank to add the new Deputy Treasurer's name to the necessary signature cards.

MOTION Kean, seconded Ramey, to approve the addition of Deputy Treasurer Kim Dockter's name to the signature cards for the Mason State Bank accounts (General Fund, GF Money Market, and Trust & Agency Account).

Roll Call Vote

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

Public Comment. Resident Greg Shaw requested additional information about the foreclosed property on Hull Road.

Adjournment. The meeting was adjourned at 8:37 p.m.

JoAnne Kean, Clerk

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