

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Monday, May 12, 2014 - 7:00 p.m.
Vevay Township Hall**

MINUTES

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

Members absent: None

Staff present: Deputy Clerk Brett Linsley

Others present: IC Director of Transportation & Roads Director Bill Conklin, AGS
Representatives Bert Gale and Troy Feltman, Mason Baseball & Softball
Club Representative Mike Raab and Mason Soccer Rep. Mike Hamm

Consent Agenda. Item removed for separate discussion:

G(8). Correspondence from Julie Casper re: Vevay Township Hall Rental.

**Consent Agenda Adoption. MOTION Sherwood, seconded Shaw that the Consent Agenda
be adopted as amended.**

Roll Call Vote

Ayes: Howe, Sherwood, Shaw, Walker & Kean

Nays: None

***All items listed on the Consent Agenda 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. Regular Meeting on 4-14-14 & Special Meeting Minutes on 5-01-14. *approve & file
- B. Treasurer's Report on April 2014 Fund balances. *receive & file
- C. Clerk's Report – April 2014 Balance Sheets. *receive & file
- D. Disbursements for 4-14-14 Report re: Attachment to Original Signature Page. *attach & file
Disbursements for 5-12-14 Report: General Fund Checks #25894 - #25962, EFTs #76
& #77 in the amount of \$37,841.87. *approve & file
- E. Planning Comm. Minutes 4-9-14 Regular Mtg. & 4-22-14 Special Meeting. *distribute
- F. AGS April 2014 Building/Zoning Report. *receive & file
- G. Correspondence from:
 - 1. Mason Fire Dept. re: March Response Report. *file
 - 2. FEMA re: Determination Letter for Portion of Property Removal @ Mason Manor. *file
 - 3. State Public Hearing Notice for Electric Customers of Consumer EnergyU17317.*file
 - 4. State Public Hearing Notice for Electric Customers of Consumers EnergyU17095R.*file
 - 5. Ingham County Fair re: Save the Date for Ribbon Cutting for 160 Years! *file
 - 6. City of Mason re: Mason Master Plan Update 2014. *file
 - 7. MERS Quarterly Report Ending 3-31-2014. *file

G. Correspondence from (continued):

8. Resident Julie Casper re: Vevay Township Hall Rental. *Removed
9. IC Health Dept. re: Septic System Eval on Vacant Land on College Rd, Section 19. *file
10. IC Health Dept. re: Septic Repair Eval at 1718 W. Columbia Rd, Mason. *file
11. IC Dept. of Trans & Roads re: Ice Storm Brush Clean-up. *file
12. MTA/Township Governance Academy Scholarship Awarded to Clerk JoAnne Kean.*file

Item Removed from Consent Agenda for Separate Discussion. G (8). Correspondence from Julie Casper re: Vevay Township Hall Rental. Trustee Shaw requested item #8 be removed for separate discussion. Township resident Julie Casper regularly rents the Township Hall for a group that meets to scrapbook. Supervisor Howe said that he recently called Ms. Casper to inquire about the nature of the group's activities as they use the Township Hall frequently. Ms. Casper has sent a letter (included in the consent agenda) explaining her group's activities to the Board. The Township Office has now received several letters (none of which are included in the Board packet) from fellow scrap-bookers in support of their gatherings. He (Howe) responded to Ms. Casper (response included in the Board packet) stating that the Township will be reviewing its fee schedule at an upcoming meeting. At that time the Board will also be considering revisions to the Township Hall rental policy which currently prohibits using the Township Hall for private business transactions.

MOTION Shaw, seconded Walker, to further adopt item G (8) of the Consent Agenda and place the correspondence from resident Julie Casper on file.

Roll Call Vote

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

Limited Public Comment. None.

Special Land Use (SLU) Report. The April SLU Report was reviewed. The Planning Commission recommended continuation and approval of the following SLUs:

- # 5 Don Launstein, 384 South Every Road, Mason – Sawmill
- # 7 & 37 Family Life Broadcasting, Tomilson/Ives Roads, Mason – Radio Towers

MOTION Shaw, seconded Walker, that Special Land Use Permits #5, #7 & #37 be approved for continuation as recommended by the Planning Commission.

Roll Call Vote

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

Supervisor's Report: 1. Drain Commission/Mud Creek Petition. The Ingham County Drain Commission Board of Determination met at Vevay Township on May 6, 2014 and approved the Drain Commission to move forward with the study and potential repairs along Mud Creek within Vevay Township. Supervisor Howe noted that Mud Creek also runs through Township-owned property in the Shawano subdivision, which could be included as part of those who receive a drain assessment for the repairs. These repairs, however, do present an opportunity for the Township property to assist in resolving the drainage issues along Mud Creek. The Board will be kept up to date on this matter.

2. Annual Special Land Use (SLU) Fees re: 2014 Invoices Mailed. Annual invoices for SLU permit fees were recently mailed. Normally the invoices are sent out on April 1st. Because the Township was seeking legal counsel regarding the legality of these fees, the mailing was delayed. Supervisor Howe said that there are special laws associated with SLUs that make them different from other kinds of property. A small fee (\$35) is charged annually for the review of both complaints and compliance to SLU rules.

Treasurer's Report on Checks Received. First, the Township has received payment in full from *Trident Insurance* regarding the Baird litigation. Second, a State Revenue Sharing check (representing the months of January and February 2014) has been received in the amount of \$38,269.00. This is one of six checks received per year. Third, delinquent (2013) personal property taxes (PPT) have been paid by *Apex Precision Solutions*. This company has been issued a partial personal tax abatement which begins in the 2014 tax year.

Clerks Report: 1. Voter Registration Day (VRD) at Mason High School. Clerk Kean organized a VRD event on May 6th at Mason High School to register eligible students to vote. With support from the City of Mason, 67 students were registered, approximately 25% of the graduating class; 21 of these students were Vevay Township residents. It was a successful day!

2. Deputy Clerk's Positive Job Performance Evaluation. The Board agreed in March that, upon successful training and receipt of a positive job performance evaluation, Deputy Clerk Brett Linsley's hourly pay would be increased to \$13. He (Linsley) has not only successfully received training at the State and the Township levels, but has also exceeded Clerk Kean's expectations for his job performance. The pay increase took effect May 1, 2014. Additional State training on the *Qualified Voter File* program has been scheduled for later this month. Additional required training has yet to be scheduled by the County.

IC Dept. of Trans. & Roads (ICDT&R) – Director Bill Conklin re: 2014 Local Roads Program. Director Conklin was present at tonight's meeting and described how the recommended roads were chosen for this year's Local Roads Program. Specific methods to be used for road repairs were discussed. He (Conklin) pointed out that the remaining \$28,000 of the \$120,000 budgeted funds have not yet been allocated and suggested that the Board choose an additional ½ mile of road for repair. Supervisor Howe suggested that work should begin before the Board considers what other road should be approved for repair. Mr. Conklin noted that Federal grant funds would be used to repair Eden and Kipp Roads. These repairs are not scheduled for the 2014 workload.

For the past several years during the discussion of the Local Roads Program with Director Conklin, the Board has repeatedly asked for consideration from the County to install a traffic light at the intersection of Kipp and Eden (Barnes Street) Roads. This year, the Board emphasized that, as a matter of public safety, the need for a traffic light is too great to be delayed by an accident quota. This intersection is heavily trafficked with Mason High School students and semi-trucks from nearby businesses, with only a "yellow blinking" caution-light to alert drivers. The Township receives many complaints throughout the year from those who have had near-misses at this dangerous intersection, as well as complaints from those who have had

accidents. The urgency for the Board's request was duly noted by Mr. Conklin with no assurances of immediate action.

MOTION Shaw, Seconded Kean, to authorize the expense for the 2014 Local Roads Program to repair the following roads at the estimated cost of \$102,000, with \$30,000 of the cost provided by matching funds from the County (GL #101-444-969.000):

Every Road, from Columbia to Howell = 1 mile
Hawley Road, from Plains to Barnes = 1 mile
Ives Road, from Barnes to Rolfe = 0.6 mile
Rolfe Road, Hull to Eden = 0.8 mile

Roll Call Vote

Ayes: Shaw, Sherwood, Howe, Kean, & Walker

Nays: None

It was noted that this would be the most miles and funds ever appropriated for road repairs in Vevay's history of participation in the Local Roads Program. Director Conklin was thanked for his efforts and for his attendance at tonight's meeting.

Associated Governmental Services (AGS) re: Building Services Proposal. Bert Gale and Troy Feltman from AGS were present to discuss the possibility of a new contract with the Township that would include services that are currently provided by the State. At this time, electrical, plumbing and mechanical trade permits are handled by the State while AGS handles building permits. The newly proposed contract with AGS would make electrical, plumbing, mechanical, *and* building trade permits the responsibility of AGS. Mr. Feltman said the contract would benefit the Township by providing cheaper as well as more efficient and responsive services.

A brief discussion occurred regarding increased liability and whether the Township would have ample insurance coverage for proposed contract. Mr. Gale said that, for legal purposes, actions taken by AGS would be viewed similarly to actions made by an employee of the Township. Mr. Feltman was familiar with insurance provider, *PAR Plan*, through the *David Chapman Agency* and believes when Vevay Township researches their liability coverage it will be adequate.

The Board conceded that further deliberations and legal consultation for review of the proposed agreement must be made before agreeing to a contract adding the additional services from AGS. Mr. Feltman agreed to provide the Board with the following additional information: a few sample permit price comparisons of AGS's fees vs the State's; a list of the State's fees; and names of other townships that currently receive all inclusive trade-permit services from AGS.

MOTION Walker, seconded Shaw, to move forward with legal counsel to review the 4-10-14 AGS Building Services Proposal which includes electrical, mechanical, and plumbing permits. (Note: AGS will provide the Board with additional requested information as stated above.)

Roll Call Vote

Ayes: Walker, Shaw, Sherwood, Howe & Kean

Nays: None

NOTE: Further action on this matter was postponed until the June Board meeting.

Mason Baseball & Softball Club Request to Use Vevay Township Ball Field. The Mason Baseball and Softball Club (MB&SC) requested an annual use of Vevay Township's ball field from April through July for its U8 and younger age groups. Mike Raab was present and made comments regarding MB&SC's potential use of the field. He (Raab) said there are approximately 300 active participants in the club - about 50 of those are Vevay residents. The club's proposal includes several potential improvements to the facilities that would be paid for by MB&SC.

The major concern related by the Board involved whether there would be enough parking to support more than one event. The Board agreed that the Township would not "police" scheduling conflicts between the MB&SC and the Mason Soccer Club (MSC). Mike Hamm, a representative for the MSC, was also present and agreed with Mr. Raab that the two organizations would work together to avoid any scheduling conflicts. The Township would be informed of their schedules. Also, the Township will have final authority of all facility use and would inform the appropriate group if Township business were to arise that required the MB&SC or the MSC to cancel an event.

Supervisor Howe wished to note that future plans for Township facilities include connectivity trails and that the Club's proposed repairs to fences and the ball field are not likely to interfere with these plans. He (Howe) suggested that legal counsel review the Club's insurance policy.

Mr. Raab left the meeting and returned to present the Board with a copy of the MB&SC's insurance policy as well as their weekend schedule for the 2014 season.

Trustee Shaw briefly left the room at 9:28 p.m. and returned at 9:30 p.m.

MOTION Shaw, seconded Walker, to approve the Mason Baseball and Softball Club's request to use the Vevay Township ball field for U8 and younger age groups pending review of the club's insurance policy and game/practice schedule.

Roll Call Vote

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

Another concern discussed was the standing water on the fields west of the Township pavilion. In the past, built-up debris in the tiled area was removed which helped with faster draining. The current amount of standing water again requires maintenance. After assessment of the needed repairs, the Township, MB&SC and MSC would consider sharing repair expenses.

Contract for Pest Control Services with Bug Man at Township Hall. *The Bug Man* has been providing pest control services for the Township Hall for the past seven years at the price of \$80 per quarter. The company will be raising its quarterly fee to \$90 dollars, starting July 1, 2014.

MOTION Kean, seconded Sherwood, to authorize the new service agreement with *The Bug Man* for pest control services at the Township Hall at the rate of \$90.00 per quarter, effective July 1, 2014.

Roll Call Vote

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

City of Mason Re: MI Tax Tribunal (MTT) Adjustment Payment Authorization. *Gestamp Mason, LLC*, a property covered by the City of Mason's 425 agreement, successfully appealed to the MTT. The tribunal determined a refund for the 2013 tax year with Vevay's portion being \$9,564.85. Authorization was requested for the payment and for a transfer of \$4,600 from Unappropriated Funds to City of Mason 425 Tax Refunds. This transfer of funds will increase the account to \$9,600 to cover said payment.

MOTION Sherwood, seconded Shaw, to authorize payment to the City of Mason for the Michigan Tax Tribunal Refund in the amount of \$9,564.85 for *Gestamp Mason, LLC*, as well as the transfer of funds from Unappropriated Funds (GL #101-000-676.000) to the City of Mason 425 Tax Refunds (GL #101-101-957.000) in the amount of \$4,600 to cover the payment.

Roll Call Vote

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

Clerk's Office: Authorization Request for Expenses Only at MTA On the Road Mtg.

Clerk Kean said that she recently received a \$1000 scholarship that will cover the registration cost for Michigan Township Association's On the Road meeting on June 16, 2014. Clerk Kean asked the Board to authorize the remaining expenses.

MOTION Howe, seconded Walker, to authorize expenses for the Clerk to attend Michigan Township Association's On the Road Meeting on June 16, 2014 (GL #101-299-860.000)

Roll Call Vote

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

Authorization Request for Storm Damage Fence Repair @ 1631 Kickapoo, Mason. A large ice storm this past winter caused damages when a tree on Township property fell on an adjacent resident's fence. Two companies, *Spartan Fence* and *Cleary Fence*, have placed bids for the project to repair the fence. *Spartan* will include 70 feet of new post and fence and top rail for \$900. *Cleary* would repair 50 feet and mend together the last ten feet at the cost of \$977. The residents involved in the incident have indicated they would be satisfied with *Spartan's* proposal.

MOTION Kean, seconded Howe, to authorize the contract with *Spartan Fence* to repair fence damages at 1631 Kickapoo at the cost of \$900 (GL #101-265-932.000).

Roll Call Vote

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

Public Comment. None.

Meeting was adjourned at 9:39pm.

JoAnne Kean, Clerk

*Transcribed by Brett Linsley, Deputy Clerk
May 2014 BOT minutes*