

**VEVAY TOWNSHIP  
BOARD OF TRUSTEES  
Regular Meeting  
Monday, October 13, 2014  
Vevay Township Hall – 7:00 p.m.**

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**MINUTES**

**Members Present:** Supervisor Gary Howe, Clerk JoAnne Kean, Treasurer Shaun Sherwood, and Trustee Bruce Walker  
**Staff Present:** Deputy Clerk Brett Linsley  
**Others Present:** Legal Counsel David Revore, Candidates for 14<sup>th</sup> District County Commissioner Robin Naeyaert and Dallas Henney.

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

**Amend Agenda.** The following items were added to the agenda:

New Appointment to the Planning Commission.  
Housekeeping Services at Township Hall & Offices

**Adoption of Consent Agenda.** Trustee Walker – said that the September 3 Planning Commission (PC) minutes included in the Board packet do not reflect minor revisions that were made at the October PC meeting. Regarding zoning complaints, he (Walker) said that the PC also discussed the possibility of obtaining progress reports on filed complaints.

**MOTION Kean, seconded Walker, 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 (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 Minutes on 9-08-14. \*approve & file
- B. Treasurer's Investment Report & September 2014 Fund Balances.\*receive & file
- C. Clerk's Report – September 2014 Balance Sheets. \*receive & file
- D. Disbursements: General Fund Checks #26240 - #26290, EFTs #86 & #87 in the amount of \$51,024.37. \*approve & file
- E. Planning Commission Regular Meeting Minutes 9-3-14. \*distribute
- F. AGS September 2014 Building/Zoning Report. \*receive & file

G. Correspondence from:

1. IC Drain Commissioner re: Mud Creek Drain Public Scope Meeting. \*file
2. WOW! Cable re: *Fusion* will be added to the Digital Signature Tier. \*file
3. MI Dept of Transportation re: Notice of Public Hearing IC Traffic Summit.\*file

**Public Comment.** Robin Naeyaert, candidate for Ingham County Commissioner, was present and spoke about her government experience and her campaign platforms.

**Revised September SLU Report.** The Board discussed last month's SLU report that included discrepancies. Discussion occurred between Tami Shaw, the resident who brought said discrepancies to the Board's attention last month, and the Board. Once the Planning Commission reviews and approves the corrected language, the revised SLU report will be approved by the Board. A copy of the updated report will be given to Mrs. Shaw.

**Approval and Continuation of Certain SLUs.** At their September 3 meeting, the Planning Commission (PC) recommended approval and continuation of the following SLUs.

- #94 Teresa Miller, 1055 Hull Rd. – Beauty Shop
- #107 Eden United Brethren Church, Eden Rd. – Church Expansion
- #110 Paul Davis Restoration, 880 Hull Rd. – Sign

**MOTION Walker, seconded Sherwood, that Special Land Use Permits #94, #107, & #110 be approved for continuation as recommended by the Planning Commission.**

**Roll Call Vote**

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

**Supervisor's Report:**

1. **2014 Local Roads Project Update.** Bill Conklin recently contacted Supervisor Howe to relay that the Road Commission was behind schedule and that the chip sealing process will be postponed until the beginning of spring. He sends his apologies.
2. **Emergency Generator Installation Update.** The emergency generator is now installed. The gas line has not been connected and the three-phase system must also be calibrated before the system is ready to be used.
3. **Mud Creek Drain.** A public scope meeting regarding the ongoing process of repairing the Mud Creek drainage system was held on October 7, 2014. About thirty residents attended. Positive discussion occurred in which residents supported the project going into its next phase. The next steps will be to finalize designs and collect at least 30 easements from property owners affected by the project. After the bid process, a meeting will be scheduled to inform Township residents of the project's cost and assessment to each property owner.

**Treasurer's Report – Fall Conference Update.**

Treasurer Sherwood – reported on her recent attendance at the Michigan Municipal Treasurer Association's annual conference. Bill Anderson of the Southeast Michigan Council of

Government shared research he conducted on the Great Recession and its impact on Townships. There were classes on several topics including veteran tax exemptions, the cloud, and ongoing personal property tax reform. She (Sherwood) thanked the Board for approving her attendance to the conference.

**Clerk's Report:**

- 1. November General Election Update.** The Election Commission has met and reappointed the same team of election inspectors who worked in August, saving the Township time and money in terms of training. Ballots arrived with a slight error, but were reprinted correctly. 313 absentee ballots have been delivered to residents and about one-fifth of those have been returned. The Election Commission's next meeting as well as the Public Accuracy Test will be held on October 22, 2014.
- 2. MTA Annual Conference Dates & Housing Reservations.** Next week Clerk Kean will be placing hotel reservations for Michigan Township Association's Annual Conference that will be held from January 27 through 30 in Grand Rapids.

**Application for Farmland Preservation Agreement (PA116) from Ron & Penny Launstein for 50+ Acres Section 28.**

The Township received a 20-year PA116 application from Ron and Penny Launstein. Letters must be sent to the reviewing agencies (Tri-County Planning Commission, City of Mason, and the Ingham Conservation District). Responses are required from these agencies in the next 30 days. Once approved by the Board, the application must be forwarded to the State of Michigan (Note: If submitted by November 1, the tax exemptions would be effective for the current tax year).

**MOTION Shaw, seconded Sherwood, to approve and forward to the State the PA116 application from Ron and Penny Launstein for 50+ Acres in Section 28, contingent upon favorable reviews by the Tri-County Planning Commission, City of Mason, and the Ingham Conservation District.**

**Roll Call Vote**

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

**Ordinance #71 – Enforcement of State Construction Code and its Rules.**

Associated Government Services (AGS) has handled the Township's zoning administration and building inspections for some time. AGS is in the process of completing an application package that must be sent to the State of Michigan as a result of the Board approving the transfer of trade permit authority to that company. There are several steps required to complete this package, one of which will be approving a new ordinance that will reflect changes in the State Construction Code and supersede Ordinance #8. The new Ordinance #71 will not completely rescind Ordinance #8, but only those parts that are in conflict with the new ordinance.

Trustee Shaw – felt the list of building code infractions listed in section 4-A may be too vague and too inclusive. Would the inclusion of plumbing, for example, require a resident to obtain a permit to fix a leaky faucet?

Counsel Revore – stated that while these issues are a common concern, listing every related provision and caveat in an ordinance would be virtually impossible. As the ordinance in question deals with enforcing State Construction Codes, the State has the complete lists of provisions

Clerk Kean – noted that AGS has always been very helpful in explaining to residents what kinds of projects do and do not require permits or inspections.

**The following ordinance was introduced for adoption by Kean, seconded by Walker.**

VEVAY TOWNSHIP  
INGHAM COUNTY, MICHIGAN  
ORDINANCE NO. 71

**PREAMBLE**

AN ORDINANCE TO ADOPT THE “STILLE-DEROSSETT-HALE SINGLE STATE CONSTRUCTION CODE ACT” AND THE CODES THEREIN AND TO ASSUME RESPONSIBILITY FOR ADMINISTRATION AND ENFORCEMENT OF THE STATE CONSTRUCTION CODE ACT OF 1972 (1972 PA 230), AS AMENDED, AND THE STATE CONSTRUCTION CODE PROMULGATED THEREUNDER, WITHIN THE POLITICAL BOUNDARIES OF THE TOWNSHIP OF VEVAY; AND TO PROVIDE FOR THE DESIGNATION OF AN ENFORCING AGENCY TO DISCHARGE THE RESPONSIBILITIES OF THE TOWNSHIP HEREUNDER, AND TO RESERVE THE RIGHT TO PROVIDE BY AGREEMENT OR CONTRACT WITH ANY OTHER TOWNSHIP, VILLAGE, CITY, COUNTY OR ENTITY FOR ADMINISTRATION AND ENFORCEMENT HEREUNDER AND ENFORCEMENT HEREUNDER; AND TO PROVIDE FOR CIVIL SANCTIONS AND CIVIL REMEDIES, AND/OR CRIMINAL SANCTION FOR VIOLATION OF THIS ORDINANCE OR THE ACT OR STATE CONSTRUCTION CODE PROMULGATED THEREUNDER AND ADOPTED HEREIN' AND TO REPEAL ANY ORDINANCES IN CONFLICT THEREOF; AND TO PROVIDE AN EFFECTIVE DATE HEREOF.

**(Note: The official record of Ordinance No. 71 is printed in its entirety (three pages) in *Vevay Township Ordinances, Volume II.*)**

**Roll Call Vote**

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

***ORDINANCE DECLARED ADOPTED.***

**2014 Audit Report from PSLZ, LLP.** The Board’s packet included the completed Audit Report from David Williamson of *PSLZ, LLP*. All required documentation/information was provided to Mr. Williamson. The report was prepared in compliance with Generally Accepted Accounting Principles as well as standards set by the Governmental Accounting Standards Board. The report

was generally very favorable towards financial operations in the Township. Trustee Walker shared minor *BS&A* software concerns regarding the report's findings.

**MOTION Walker, seconded Shaw, to approve the audited financial report for the fiscal year ending March 31, 2014 conducted by *PSLZ, LLP*.**

**Roll Call Vote**

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

**Second Quarter Budget Revenue & Expenditure Report.**

Supervisor Howe – stated that, since taking on the responsibility for cemetery maintenance, the Township has gained a better understanding of the cost of cemetery operations. Several funds in the Building and Grounds department are currently over budget and require line-item adjustments. He asked that \$400 be taken from Unappropriated Funds and transferred to Hawley Cemetery Contracted Grave Openings. Additionally, he requested that \$300 from Unappropriated Funds be transferred to Hawley Cemetery Foundations. In addition to adjustments in Building and Grounds, the Planning Commission's legal services budget has been exhausted from the current work being performed on the Master Plan and ordinance updates. To meet the fiscal requirements for these projects, he (Howe) proposed that \$6000 be transferred from Unappropriated Funds to Planning Commission Legal Services.

Treasurer Sherwood – said that the Treasurer's education fund will be short, and transferring \$350 from Tax Collection Expense to Educational Meetings would cover expected costs.

Clerk Kean – said that the Treasurer's adjustments do not require the Board's approval tonight. The Supervisor and Clerk are allowed, with limits, to transfer funds within cost centers.

**MOTION Kean, seconded Walker, that the 2014-15 GF Budget be amended to allocate \$6700 from Unappropriated Funds (GL# 101-000-676.000) to the following accounts:**

<b>101-276-820.209</b>	<b>Foundations – Hawley</b>	<b>\$300</b>
<b>101-276-819.209</b>	<b>Contracted Grave Openings – Hawley</b>	<b>\$400</b>
<b>101-801-826.000</b>	<b>Planning Commission Legal Services</b>	<b>\$6000</b>

**Roll Call:**

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

Clerk Kean – distributed a handout with proposed new revenue and expenditure accounts as well as proposed account removals. These changes are intended to meet needs created by the transfer of trade permits to AGS. The recommended minimum amount for account activation is \$100 per account. She (Kean) proposed that \$100 from Unappropriated Funds be transferred to each of the new accounts to ensure that each is available if needed in the current fiscal year.

**MOTION Sherwood, seconded Shaw, to make the following adjustments to the General Ledger and to add \$100 to each of the new accounts.**

**New Revenue Accounts to be Activated:**

- 101 000 483.000 – Electrical Permits \*
- 101 000 484.000 – Mechanical Permits \*
- 101 000 485.000 – Plumbing Permits \*

**New Expenditure Accounts to be Activated:**

- 101 371 820.000 – Zoning Permits & Retainer Contractual Fee \*
- 101 371 821.000 – Electrical Permits \*
- 101 371 822.000 – Mechanical Permits \*
- 101 371 823.000 – Plumbing Permits \*
- 101 371 824.000 – Enforcement & Special Inspections \*

\* Transfer \$100 to each newly activated account; \$700 total from Unappropriated funds.

**Adjustments to Expenditure Accounts:**

Existing Department: 371 – Building Inspection Department  
Name Changed to: Building/Zoning Contractual Services

Existing Account: 101 371 819.000 – Building Inspection Contracted Services  
Name Changed to: Building Permits

Removed from Planning Commission Department and moved to Building/Zoning Contractual Services:  
101 801 819.001 – Contracted Zoning Administration CHANGED TO 101 371 820.000

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

**Ingham County Genealogical Society (ICGS) Hall Rentals for 2015.** ICGS is a 501(3)c non-profit organization who has used the Township’s facilities for several years. As in previous years, they are requesting use of the hall and waiving of the \$75 rental fee. All of the requested dates fall on Thursdays at 7 p.m.

**MOTION Sherwood, seconded Shaw, to approve Ingham County Genealogical Society’s use of the Township Hall on the following proposed dates and to waive the rental fee:**

- |             |              |
|-------------|--------------|
| February 12 | September 10 |
| March 12    | October 8    |
| April 9     | November 12  |
| May 14      | December 10  |
| August 13   |              |

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

**Joint Planning Commission (PC)/Board Meeting Regarding Master Plan.** Last month, the PC proposed a joint meeting between themselves and the Board of Trustees to discuss the Master Plan. The PC has forwarded three possible dates to the Board for review. The Board reached a consensus to hold the joint meeting on Monday, November 10 at 5:00 p.m., prior to the scheduled Board of Trustees meeting at 7:00 p.m.



Clerk Kean – Announced that the Ingham County Chapter of the Michigan Township Association will have their quarterly meeting on October 15, 2014 at Bunker Hill Township. Catherine Mullhapt, MTA Direct of Member Information Services, will be the special guest speaker.

**Public Comment.**

Dallas Henney, candidate for Ingham County's 14<sup>th</sup> District Commissioner seat, was present and shared information about his campaign and government experiences.

Deputy Clerk Brett Linsley – Thanked the Board for their thoughtful consideration and discussion regarding housekeeping services at the Township Hall and Offices.

**Adjournment.** The meeting was adjourned at 9:10 p.m.

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JoAnne Kean, Clerk

*Transcribed by Deputy Clerk Brett Linsley  
October 2014 BOT Minutes.doc*