

**VEVAY TOWNSHIP  
BOARD OF TRUSTEES  
Regular Meeting  
Monday, September 8, 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  
**Members Absent:** Trustee Douglas Shaw (with notice)  
**Staff Present:** Deputy Clerk Brett Linsley  
**Others Present:** *David Chapman Insurance Agency* Representative Jason Orton

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

Supervisor Howe said that he spoke with Trustee Shaw shortly before 4 p.m. today and he (Shaw) would not be attending tonight's meeting due to tractor problems.

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

Supervisor's Report: Emergency Power Supply Installation Update.  
Presentation for Renewal of 2014-15 Michigan PAR Plan Insurance - *David Chapman Insurance Agency*.  
Resignation of Planning Commission Member Stacy Byers.

**Adoption of Consent Agenda.**

**MOTION Walker, seconded Sherwood, that the consent agenda be adopted as published.**

**Roll Call Vote**

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

**Nays: None      Absent: Shaw**

**\*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 8-11-14. \*approve & file
- B. Treasurer's Report on August 2014 Fund balances. \*receive & file
- C. Clerk's Report – August 2014 Balance Sheets. \*receive & file
- D. Disbursements: General Fund Checks #26161 - #26239, EFTs #84 & #85 in the amount of \$68,819.71. \*approve & file
- E. Planning Comm. Minutes 8-6-14 Regular Meeting & 8-20-14 Special Meeting \*distribute
- F. AGS August 2014 Building/Zoning Report. \*receive & file
- G. Correspondence from:
  - 1. Mason Fire Dept. re: August Response Report.\*file
  - 2. MI Municipal Employees' Retirement Sys. re: REVISED Qrtly Rpt ended 6-30-14. \*file
  - 3. Mason Cares re: Annual Event for Donations and Volunteer Efforts. \*file

G. Correspondence from (continued):

4. WOW! re: Quarterly Fee Payment for Period Ending 6-30-14. \*file
5. WOW! re: the SEC Network Now Available on Channel 199. \*file
6. Michigan PSC re: Notice of Hearing for the Gas Customers of Consumers Energy. \*file
7. Notice from Ingham Intermediate School District, Mason Public Schools and Dansville Schools re: Intent to Collect 100% of 2014 WINTER Tax. \*file

**Public Comment.** None.

**Approval and Continuation of Certain SLUs.** At their August 6<sup>th</sup> meeting, the Planning Commission (PC) recommended approval and continuation of the following SLUs:

- #11 Capital Region Airport Authority, Mason/Jewett Airport – Airport/Terminal
- #13 Gerald Smith, 778 Jewett Rd. – Storage Tank
- #26 William Rogers, 1494 Tuttle Rd. – Consultant
- #78 Kevin Lovell, 1681 Hull Rd. – Landscaping
- #120 Doug & Tami Shaw, 1826 Rolfe Rd. – Farm Market/Agritourism

Resident Tami Shaw – commented that the notations from the 08-06-14 PC minutes that were provided on the September SLU report as contingencies for continuation of SLU #120 are inaccurate. She (Shaw) did not recall the exchange between herself and the PC taking place on August 6, **2014** and said that the notations provided were copied directly from minutes taken at a PC meeting that took place on August 7, **2013**. According to Mrs. Shaw, the contingencies for approval of SLU #120 were not discussed at the 08-06-14 PC meeting.

Supervisor Howe compared the 08-06-14 minutes with a copy of the 08-07-13 minutes that Mrs. Shaw provided. Trustee Walker reviewed his notes from the 8-06-14 PC meeting and concluded he could add no clarification to Mrs. Shaw's remarks. This matter will be further reviewed.

Supervisor Howe – recommended that SLU Permit #120 be approved separately from the other SLU Permits.

**MOTION Walker, seconded Sherwood, that Special Land Use Permits #11, #13, #26 & #78 be approved for continuation as recommended by the Planning Commission.**

**Roll Call Vote**

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

Extensive discussion occurred regarding whether any contingencies should be included in the motion to approve SLU Permit #120.

In previous years, representatives of Associated Government Services have performed building inspections on the premises of *Shawhaven Farms*. As no new activities will be taking place at *Shawhaven Farms* during this year's operating season and the Planning Commission did not require any contingencies for SLU #120's approval, there are no plans for a building inspection to take place this year. In previous years, the Shaws have also voluntarily requested the Mason Fire Department to perform

fire safety inspections. They will do so again this year and the report will be provided to the Township once the inspection has been completed. Mrs. Shaw said that activities will begin on October 3-4.

**MOTION Sherwood, seconded Walker, to approve continuation of Special Land Use Permit #120 for Doug & Tami Shaw, 1826 Rolfe Road for Farm Market/Agritourism contingent upon a favorable review by the Mason Fire Department regarding the operations at *Shawhaven Farms*.**

**Roll Call Vote**

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

**Supervisor's Report:**

- 1. 2014 Local Roads Project Update.** Regarding the roads project approved by the Board earlier in the year, wedging has been completed. There is some chip sealing yet to be completed. Other smaller road projects may still be completed this year. Supervisor Howe commented on specific improvements that have been made to the Kipp & College Roads intersection. The hill has been lowered for improved vision and was recently opened for use. He (Howe) gave an update on the maintenance of several bridges that crossover US-127. The Township still has some leftover funds that are not currently assigned to a specific project (approximately \$28,000).
- 2. Emergency Generator Installation Update.** Progress has been made on the installation of an emergency power generator at the Township Hall. The generator itself should arrive on September 9<sup>th</sup>. Consumers Energy has been contacted to shut off the power at the Township Hall so that electrical/natural gas can be connected from the building to the unit. Prior to the power being restored, the State Electrical Inspector must approve the completed work. The anticipated time needed for the project's completion will require the Township to be closed for one day. The scheduled date for the shutoff is Thursday, October 2<sup>nd</sup>. Notice will be given via the Township's website and E-News to inform residents of the closing.

**Clerk's Report - November General Election Update.** The Clerk's Office has received ballot proofs for the November General Election. Each precinct will have two ballots – one for Dansville and one for Mason school districts. The ballot includes a total of four proposals. Ballots are expected to arrive the week of September 22<sup>nd</sup> at which time the Clerk's office will begin the process of mailing absentee ballots. The Election Commission will meet on September 26<sup>th</sup>. As election activity increases, Deputy Clerk Brett Linsley will be working more hours.

**Renewal of Michigan Township Participating Plan (MTPP).** Jason Orton of *David Chapman Agency* was at the meeting and presented information related to Vevay Township's renewal of the MTPP liability insurance policy for 2014-15. This will be year two of a three-year agreement. This year's renewal has no major changes from the past year. Year two does, however, allow clients to participate in the MTPP grant program. The possibility of the Township receiving grants retroactively for the security system that is now being installed at the Township hall was discussed. Mr. Orton has information he can provide on how the Township may apply for a grant to fund that project. He (Orton) presented the Board with a physical copy of the renewed plan.

**Authorization Request for Storm Damage Tree Removal on Township Property in Shawnee Estates.** Until now, weather conditions have prevented the Township from attending to fallen trees in Shawnee Estates. In May the Board authorized the repair of the storm damaged fence. A representative of *Harper Hill Forestry Products* (HHFP) has surveyed the property and determined that there are six trees that should be removed to help limit this liability in the future. HHFP has placed a \$2,600 bid on the

project which would remove the six suggested trees. The bid does not include brush removal as the cost outweighs the benefits.

Discussion occurred regarding the possibilities of developing or selling the Township property in Shawnee Estates. In terms of development, one benefit of this project would be that tree removal could create an access route to the property that does not currently exist. Also, this property has been considered to be part of a possible solution by the Drain Commissioner for the Mud Creek/Hawley branch drainage issues currently being reviewed for repairs and maintenance.

**MOTION Howe, seconded Sherwood, to authorize the expense to hire Harper Hill Forestry Products to remove 6 trees at the approximate cost of \$2,600 [GL #101-265-932 - Townhall Repairs & Maintenance/Outside].**

**Roll Call Vote**

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

**Nays: None**

**Absent: Shaw**

**Authorization Request for Master Plan Update from the Planning Commission (PC).** A drafted excerpt from the September 3, 2014 PC minutes was distributed to Board members. Per the request of the PC, Community Planner Eidelson drafted a resolution that was approved by the PC at the September 3 meeting. The resolution constitutes a formal request for the Board of Trustees to authorize preparation of a new Master Plan that would reflect recent changes in State law as well as changes in the Township. Because it is the PC's responsibility to review the Master Plan and the Board's responsibility to fund it, the PC has requested that a joint meeting between the two bodies be arranged.

Supervisor Howe – noted that while no immediate action was required at this month's meeting, the Board should start seriously considering the project. Planning the project sooner than later will be important due to the high probability that the project will fall under the purview of multiple budgets.

Trustee Walker – suggested that a “game plan” could be created at the joint-session to clarify how duties will be divided between the Board and the PC. On a related note, the Recreation Committee has not convened for some time. That body's expertise and opinion could be beneficial in crafting the new Master Plan. Regarding the ways residents can be informed of and participate in the Master Plan project, the use of social media could be helpful.

**Authorization Request for Fence Replacement at the Township Hall Property.** Supervisor Howe brought the Township Hall fence's ill-state of repair to the Board's attention at their August meeting. The fence has several purposes including separation of properties, assistance to parents while children are on Township property, and protection of neighboring property. *Clery Fence Company* has provided a proposal for replacement of the fence that separates the Township's recreational fields from the adjacent property. The proposed cost of \$1,800 would remove the current fence and posts while the cost of furnishing a new 4' high woven wire fence and posts would be \$8,348. Mason Baseball & Softball Club has offered to fund \$2000 toward this project over two years. This contribution would likely cover most or all of the cost for removing brush along the fences. Both the neighboring property owner and his leasee have been contacted and offered their cooperation with the project. As this project was neither anticipated or included in the 2014-15 budget process, a Cost Center Budget adjustment will most likely be necessary to cover the expenses that will be charged to GL #101-265-932.000 [Township Grounds Repairs & Maintenance – Outside].

**MOTION Howe, seconded Kean, to authorize the expense of *Clery Fence Company* being hired to remove 1025 feet of fence at the Township Hall recreational fields to be replaced by a 4 foot high woven wire fence with T-posts on 10 foot centers and four brace posts at the approximate cost of \$10,148.**

**Roll Call Vote**

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

**Note:** Approval of this proposal requires payment terms of 50% down and balance due upon completion. After the Board meeting, Clerk Kean consulted with Auditor David Williamson who confirmed the entire cost of the project could be expensed to Capital Outlay [GL# 101-265-970.000 will be used].

**Treasurer's Office: Authorization Request for Attendance to the Michigan Municipal Treasurer's Association (MMTA) Training.** The MMTA will hold its Annual Fall Conference from October 5-8 in Frankenmuth, Michigan. The approximate cost of the conference will be \$650 which includes the registration fee, lodging, and meals. Mileage expense was not included in this estimate.

**MOTION Kean, seconded Walker, to authorize expenses for the Treasurer's attendance at the MMTA Annual Fall Conference from October 5<sup>th</sup> through 8<sup>th</sup>, 2014 in Frankenmuth, Michigan (GL #101-253-960.000 – Treasurer Educational Meetings).**

**Roll Call Vote**

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

**Resignation of Stacy Byers from the Planning Commission (PC).** Stacy Byers has served on the PC for more than five years. The Township has benefited from her expertise. On September 8, the Township regretfully received an email from Mrs. Byers tendering her resignation.

**MOTION Kean, seconded Sherwood to accept, with regret, Stacy Byer's resignation from the Planning Commission effective immediately.**

**Roll Call Vote**

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

**Additional Public Comment:** Resident Tami Shaw – They (Shaw's) have voluntarily requested the Fire Chief to inspect their operations for the past four years.

Resident Greg Shaw – Raffle tickets are still available for an event supporting Rayner Park.

**Adjournment.** The meeting was adjourned at 8:37.

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JoAnne Kean, Clerk