

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Monday, July 13, 2015
Vevay Township Hall – 7:00 p.m.**

MINUTES

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

Members Absent: None

Staff Present: Deputy Clerk Brett Linsley

Others Present: Residents Alan and Alissa Pawlowski, and the following representatives of Capital Area District Library Mason Branch: Head Librarian Cheryl Lyons, Senior Associate Director Scott Dymstra, Chair Deb Bloomquist, and Vice Chair Sally Trout

The meeting was called to order by Supervisor Ramey at 7:03 p.m. and followed by the Pledge of Allegiance.

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

- Michigan Tax Tribunal Refund
- BS&A Tax Software Training for New Deputy Treasurer

Adoption of Consent Agenda. Treasurer Sherwood – noted that two of the Certificates of Deposit (CDs) being used to fund the Mud Creek Drain Project have come to maturity. Treasurer Sherwood has cashed in those CDs and placed the money in a saving/holding account until the Township makes payment to the Drain Commission.

Trustee Walker – asked about an issue that had been brought up at a previous Board meeting regarding a possible contradiction in the Township’s new Freedom of Information Act Policy. Clerk Kean – said that the Attorney has reviewed the policy and clarified that the items of concern are not contradictory. The Board reviewed the disbursements report. There were no adjustments needed.

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

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 (*).**

- Meeting Minutes: 6-8-15 Regular Meeting & 6-12-15 Special Meeting.*approve & file
- Treasurer's Report on Investments & June 2015 Fund balances. *receive & file
- Clerk's Report on June 2015 Balance Sheets. *receive & file
- Disbursements for 7-13-15 Report: General Fund Checks #26818 - #26885, EFTs #110, #111, #112 & #113 in the amount of \$41,154.83. *approve & file
- Planning Comm. Regular Meeting/Public Hearing Minutes on 6-03-15.*distribute
- June 2015 AGS Building/Zoning Report. *receive & file
- Correspondence from:
 1. Mason Fire Dept. re: May and June Response Reports.*file
 2. Mason High School re: Thank You for Donation of Student Chairs. *file
 3. Michigan Townships Association re: Thank You for Renewing Membership. *file
 4. Municipal Employees' Retirement System (MERS) 2014 Annual Report. *file
 5. Michigan PSC re: Notices for Electric & Gas Customers of Consumers Energy Company Case # U-17831 & Case #U17868. *file

Public Comment. None.

Proposed SLU Permit – In-home Dog Grooming for Alissa & Alan Pawlowski, 1366 West Dexter Trail, Mason. The Planning Commission (PC) held a Public Hearing on June 3rd regarding a Special Land Use Permit request. The PC reviewed the application for compliance with the Zoning Ordinance. Based on their fact finding and conclusions, the PC recommended approval of the SLU, contingent on several conditions (outlined in the July 8th meeting minutes). Mr. and Mrs. Pawlowski were present at the Board meeting and signed the SLU agreement.

MOTION Sherwood, seconded Kean, to approve the issuance of Special Land Use Permit #125 as recommended by the Planning Commission, to Alissa and Alan Pawlowski for In-Home Dog Grooming at 1366 West Dexter Trail, Mason, MI as permitted by the Zoning Ordinance Section 3.08, Home Occupations.

Roll Call Vote

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

Treasurer Sherwood – thanked the Pawlowskis for their patience during the approval process.

Capital Area District Library (CADL) 2014 Annual Report – Cheryl Lyons. Cheryl Lyons of CADL's Mason Branch was at the meeting and presented the 2014 annual report. Some 123,218 physical materials were circulated. 6,649 people attended CADL programs, and 96,352 people walked through the door at the Mason branch of CADL in 2014. The library millage passed with a 77% yes vote. The library also opened its first self-checkout station which has been used for about 40% of the year's rentals. The Board thanked Ms. Lyons and CADL for their report and efforts to serve Vevay residents.

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

- #115 Ivy Mineral Water, Service Road – Salt Water Mineral Well
- #123 Lansing Hit Club, 839 Eden Road – Indoor Recreation Facility

MOTION Walker, seconded Sherwood, that Special Land Use Permits #115 and #123 be approved for continuation has recommended by the Planning Commission.

Roll Call Vote:

Ayes: Shaw, Sherwood, Ramey, Kean & Walker

Nays: None

Supervisor's Report:

1. AT&T Internet Upgrade Update. The Board previously approved upgrading internet services at the Township Hall. The upgrade was initially scheduled for completion on July 13th but technical problems have caused that date to be postponed until the 21st. Supervisor Ramey – noted that the phone lines will be disrupted starting at about 3:00 p.m. on that date.

2. ZBA Interpretation Hearing Scheduled for August. Township resident and business owner John Fischer recently requested a permit to place a salt storage unit on his property. That permit was rejected by the Township's zoning administrator because the structure did not fit the necessary specifications – specifically, the structure was too large for the lot size if interpreted as an accessory building. Mr. Fischer has requested an interpretation of the Zoning Ordinance's definition of "structure." The Zoning Board of Appeals will hold an interpretation hearing on August 3rd.

3. Public Hearing Scheduled for the Official Zoning Map. The Planning Commission has scheduled a public hearing for next month to receive public comment on the proposed official zoning map. The map being considered will likely be the final version. Final revisions of the map should be available for the Board to review at next month's Board meeting.

Treasurer's Report:

1. Summer Tax Collection. Summer tax bills went out last Thursday – a few days later than anticipated. The first payments have already been received. September 14th will be the last day for residents to pay their summer taxes without interest.

2. Payment Received for 2014 Tax Settlement. The County has sent payment for delinquent taxes in the amount of \$1,413.62. The County has the responsibility of collecting delinquent real property taxes.

Clerk's Reports:

1. Township Website Rebuilding Update. Last month the Board authorized updating the Vevay Township website. The new website should be completed and ready for use by the end of the month. So far, only about \$200 of the funds budgeted for the project has been spent. Clerk Kean and Deputy Clerk Linsley explained several of the improvements that have been made to the website. Clerk Kean – thanked Deputy Clerk Linsley for his creative efforts in rebuilding the website.

2. Michigan Association of Municipal Clerks (MAMC) Annual Conference. Clerk Kean recently attended the MAMC summer conference. She (Kean) shared highlights and thanked the Board for authorizing the necessary funds for her attendance. She (Kean) also noted that she was awarded a scholarship to the Masters Academy portion of the week that covered the \$175 fee. Her decision to ride with another local clerk also reduced costs. Overall, Clerk Kean was able to save the Township approximately \$500.

First Quarter Budget Revenues and Expenditures Report. The Michigan Townships Association has notified all member townships that will be a decrease in fees collected through the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act (METRO). In addition to the decrease in fees, the collection of these fees will be delayed this year. The Township budgeted \$5,000 in revenue from METRO fees for the 2015-16 Fiscal Year, but will only receive \$4,769.10.

The Board briefly discussed the property owned by the Township on College Road and noted that the topic will need to be discussed further at a later date. The contract agreement the Township has with a local farmer who leases the property will end on December 31st of this year.

Trustee Walker asked if unused monies from last year's Local Roads Program were included in the line item for carry-over funds. Clerk Kean – confirmed that the carry-over funds from the Roads Program are included in *From Prior Years Fund Balance* (GL #101-000-699.000). He (Walker) also asked if current money budgeted for telephone services would cover fees incurred this fiscal year by the upgraded T1 system. Supervisor Ramey – said that the current budget would not provide for the upgrade. (Note: After the meeting, Clerk Kean investigated and found that approximately an additional \$1,000 will be needed for this expense in the 2015-16 Fiscal Year based on a July installation date.)

Treasurer Sherwood – explained why new revenue line items need to be created for prior years' fund balances for street lighting funds.

MOTION Kean, seconded Shaw, to authorize additional REVENUE budget line items for the Street Lighting Funds effective immediately as stated below:

861-000-699.000	FROM Prior Years Fund Balance (Eden)
862-000-699.000	FROM Prior Years Fund Balance (Lone Oak)
863-000-699.000	FROM Prior Years Fund Balance (Bullen Estates)
864-000-699.000	FROM Prior Years Fund Balance (Mason Manor)

Roll Call Vote	Ayes: Walker, Shaw, Sherwood, Ramey & Kean
	Nays: None

The Zoning Board of Appeals Circuit Court Litigation line item was over budget. Supervisor Ramey – recommended transferring \$5,000 from Unappropriated Funds as two court actions have just begun the legal process.

MOTION Kean, seconded Walker, to authorize the transfer of \$5,000 from Unappropriated Funds (GL #101-000-676.000) to Zoning Board of Appeals Circuit Court Litigation (GL #101-815-827.000).

Roll Call Vote	Ayes: Kean, Walker, Shaw, Sherwood & Ramey
	Nays: None

Michigan Tax Tribunal Refund Payment to Ingham County Treasurer. Two residents who had claimed Principle Residence Exemptions (PREs) have been denied by the Michigan Tax Tribunal and ordered to pay the full amount of their taxes. The Township must write a check to the County for its portion, comprised of an administrative fee and interest. The County now has the charge of collecting these taxes.

MOTION Kean, seconded Shaw, to authorize payment to Ingham County Treasurer's Office in the amount \$543.83 and to authorize the transfer of \$500 from Unappropriated Funds (GL #101-000-676.000) to Ingham County Tax Tribunal Refunds (GL #101-101-957.001).

Roll Call Vote

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

Trustee Walker – asked if the Township should expect this kind of incident to occur on a regular basis. Treasurer Sherwood – said that the tax tribunal refund line item exists for just such instances. Additionally, the State has been cracking down on residents who claim more than one Principle Residency Exemption

Authorization Request to Purchase Two New Thermostat (for the Township Hall and Offices). The two thermostats at the Township Offices & Hall have failed on a few occasions. The electrician has recommended replacing the current thermostats and has provided a proposal for the hardware and installation of two new thermostats. Supervisor Ramey has looked at other options and found cheaper hardware. These options, however, would not include installation. He (Ramey) feels that the price difference does not outweigh the installation included in Mr. Wieferich's proposal.

MOTION Sherwood, seconded Walker, to accept the proposal from Ron Wieferich for purchase and installation of two new thermostats at the Township Hall and Offices with a 50% down payment and expensed to *Building and Grounds - Capital Outlay* (GL #101-265-970.000).

Roll Call Vote

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

Authorization Request to Purchase Cemetery Software. Supervisor Ramey has determined that purchasing Cemetery software could be a great asset both for helping individuals interested in buying cemetery plots as well as helping with general administration of the Township cemeteries. Two companies, *Pontem* and *BS&A*, have provided proposals for their cemetery software. Supervisor Ramey – noted that while the Township currently uses *BS&A* for most of its software needs, he prefers *Pontem's* cemetery software. This would not cause communication issues with the Township's other software programs because cemetery software tends to act as a stand-alone. The Board discussed the cost and benefits of this potential purchase. Clerk Kean – noted that this would be a great service for residents. Once integrated with the website, it would be a convenient tool for people to access during the difficult time of losing a loved one.

Trustees Walker and Shaw brought up concerns about increased expenditures in the past year that have not been accompanied by increased revenues. Trustee Walker expressed concern that drawing too much money from unappropriated funds could use up money that may be needed in the future. The Board conceded that the upsurge in expenditures had much to do with projects that have been necessary and should have been done long ago. Treasurer Sherwood – commented on the fragile state of our current cemetery records and noted that the cemetery software would help.

MOTION Kean, seconded Walker, to purchase *Pontem* software in the amount of \$2,250.00 to be transferred from *Unappropriated Funds* (GL #101-000-676.000) and expensed to *Hawley Cemetery – Capital Outlay* (GL #101-276-960.209).

Roll Call Vote

**Ayes: Sherwood, Ramey, Kean & Walker
Nays: Shaw**

Authorization Request for MTA Retreat Training for Supervisors, Clerks, Treasurers & Trustees. The Michigan Townships Association will be hosting a series of retreats that will take place during the month of September in Boyne, Michigan. This item was placed on the agenda to find out if any officials interest in attending. Clerk Kean – said that because the early bird rate expires on September 1st, the matter could be postponed so that officials can check their schedules. Both Trustees said they would not be available. Supervisor Ramey expressed an interest in attending. This item was postponed until the August meeting.

Grammar and Proofreading Training for Office Secretary. The Office Secretary has submitted a request to the Board for authorization to attend a training session. The training would cover issues in grammar and proofreading and would take place in Lansing, Michigan on September 16th. The cost would be \$149.

MOTION Shaw, seconded Walker, to authorize expenses for the Office Secretary to attend Mistake-Free Grammar & Proofread training at the cost of \$149 and expensed to Educational Meetings (GL #101-101-960.000).

Roll Call Vote

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

Michigan Townships Association (MTA) Hot Topics in Planning and Zoning Training. Two Township Officials have expressed interest in attending MTA's *Hot Topics in Planning and Zoning* training. Planning Commission Chair Thayer and Supervisor Ramey would like to attend.

MOTION Kean, seconded Sherwood, to authorize the Supervisor and Planning Commission Chair to attend Michigan Townships Association's *Hot Topics in Planning & Zoning* training at the cost of \$162, expensed to Planning Commission Educational Meetings (\$81 to GL #101-801-960.000) and Supervisor Educational Meetings (\$81 to GL #101-171-960.000).

Roll Call Vote

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

B&SA Training for the New Deputy Clerk. *BS&A* will be hosting training on its Tax.NET software at the company's training center in Bath, Michigan on July 27th. Treasurer Sherwood requested that the Board authorize funds to send Deputy Treasurer Dockter to this training. The cost would be \$205.

MOTION Kean, seconded Walker, to authorize the expenses for the Deputy Treasurer to attend *BS&A's* Tax.NET training in the amount of \$205, expensed to Treasurer Educational Meetings (GL #101-253-960.000).

Roll Call Vote

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

Any Other Business. Treasurer Sherwood – said that the Attorney has recommended that the Board pass a resolution that dissolves *Apex Precision Solutions'* Industrial Facilities Tax exemption. No Public hearing will be necessary. The Treasurer may, however, need to take the issue to Circuit Court for the exemption to be permanently removed from the books. The issue will be addressed at next month's meeting.

Regarding an issue brought up at last month's Board meeting, Supervisor Ramey said that the Township's electrician may be interested in/qualified for performing yearly maintenance on the emergency power generator. More information should be available at next month's meeting.

Clerk Kean – announced that *Jackson Dirt Works*, the construction company for the Mud Creek Drain Project, will be giving a project update on July 14th at 9:00 a.m at Vevay Township. All Board members were invited to attend.

Additional Public Comment. None.

Adjournment. The meeting was adjourned at 8:34 p.m.

JoAnne Kean, Clerk