

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Monday, August 10, 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: Legal Counsel David Revore and 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 Reports:

- Cemetery Software Update
- New Thermostats Update

The following items were added to the agenda under Pending Business:

- Authorization for Parking Lot Maintenance
- Authorization to Upgrade Security Alarm System
- Authorization for Supervisor to Attend Michigan Association of Planners Training
- Adoption of Proposed Accounts Payable Policy

Consent Agenda. The following revisions/clarifications were made to the Consent Agenda:

- The revenue and expenditure report currently has a period ending date of 8/31/15 but represents a period actually ending on 8/07/15.
- A revised disbursement report was distributed at the meeting which included five additional checks (ending with check #26977) and a new total expenditure amount of \$86,198.33.
- Regarding the AT&T Annual Report on the consent agenda, the report actually covers the years of 2012, 2013 and 2014.

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

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**

being sent to the SLU holder. He (Revore) suggested the Board offer a corrected motion that better reflects the process.

MOTION RESCINDED BY THE BOARD

MOTION Kean, seconded Ramey, that SLU #114 shall no longer be invoiced in order to reflect changes to the Zoning Ordinance which no longer requires an SLU permit for the sign at Wendy's on Legion Drive. Therefore, the Board also authorizes the refund and payment of \$35 for the 2015 SLU review fee.

Roll Call Vote

Ayes: Ramey, Sherwood, Shaw, Walker & Kean

Nays: None

Supervisor's Report.

1. AT&T Internet Upgrade Update. The new T1 system has been installed. While the service has proven faster, AT&T has been working to resolve an issue that connects the security system.

2. Kipp Road Update. Repairs were scheduled to begin today on Kipp Road (between US127 and Eden Road). A second section of repairs (from Eden Road to Dexter Trail) will also begin soon. One lane will remain open during construction. Repairs seem to have been postponed due to rain. When repairs do begin, the passage will be cold milled and repaved, with other repairs.

3. Mud Creek Drain Project Update. Supervisor Ramey noted that residents of Shawnee Estates are already seeing improvements in drainage. He (Ramey) commended *Jackson Dirt Works* for doing an excellent job on the project. Clerk Kean – informed the Board that the next project update meeting has been postponed. The Board will be notified when the meeting has been scheduled.

4. Cemetery Software Update. The installation date of the new *Pontem* cemetery software approved at last month's meeting has been scheduled for Thursday, August 13th. Eventually, maps for each of the Township's three cemeteries as well as their records will be available online. Lots are available for purchase at all cemetery sites. Supervisor Ramey has been completing preliminary work for the upcoming installation.

5. Thermostat Installation Update. The thermostats approved for purchase at last month's meeting have been installed at the Township offices and hall. They are fully functional and have been an improvement.

Clerk's Report.

1. Township Website Rebuilding Update. The new website has been up and running successfully for the last few weeks. The website's mobile-friendly version has also been installed. There are still updates to be completed for the website. Clerk Kean – commended Deputy Clerk Linsley for his work on the new website.

2. MTA – ICC Next Meeting. The Ingham County Chapter of the Michigan Townships Association will hold its next meeting at Vevay Township Hall on October 28, 2015. Clerk Kean – expressed her excitement to welcome Larry Merrill, Executive Director of Michigan Townships Association, as the meeting's special guest speaker.

Adoption of Resolution re: Revocation of the Industrial Facilities Exemption Certificate For APEX Precision Solutions, Inc. In 2013, the Board approved a resolution that granted a ten-year Industrial Facility Tax abatement to *Apex Precision Solutions, Inc.* That company has recently ceased its operations. While former Supervisor Gary Howe had some communications with the company that alluded to a possible cessation of operations, *Apex* never informed the Township or filed the appropriate reports during operations. Legal Counsel has sent a letter requesting payment of the abated taxes in the amount of \$11,091.21. If *Apex* does not respond, the Township will have to consider the necessity and desirability of pursuing further action. The resolution presented to the Board constitutes the first step of the collection process.

**VEVAY TOWNSHIP
INGHAM COUNTY, MICHIGAN
A RESOLUTION TO RECOMMEND REVOCATION
OF THE INDUSTRIAL FACILITIES EXEMPTION
CERTIFICATE NO. 2013-248 FOR APEX
PRECISION SOLUTIONS, INC.
RESOLUTION NO. 15-04**

At a regular meeting of the Township Board of Trustees of the Township of Vevay, Ingham County, Michigan, held at the Township Hall, 780 Eden Road, Mason, Michigan 48854 on the 10th day of August, 2015 at 7:00 p.m.

PRESENT: Ramey, Kean, Sherwood, Shaw & Walker
ABSENT: None

The following resolution was offered by Sherwood, seconded Kean.

WHEREAS, the Thomas Fabrication Industrial Development District No. 3, an Industrial Development District, was established by Resolution on March 6, 1995; and

WHEREAS, Vevay Township, on July 11, 2013, by Resolution 13-03 of 2013 approved Apex Precision Solutions, Inc., tax abatement pursuant to PA 198 of 1974, as amended, which was issued by the State as IFT No. 2013-248 for Apex Precision Solutions, Inc., in the amount of \$1,343,093.00 in Personal Property for up to ten (10) years expiring on December 31, 2023, and

WHEREAS, the same resolution authorizing the execution of the Industrial Facilities Exemption Certificate Agreement (the “Abatement Agreement”) between the Township and Apex Precision Solutions, Inc., as provided under PA 198 of 1974, as amended, which was completed on July 15, 2013; and

WHEREAS, Apex Precision Solutions, Inc., has recently announced through its president and resident agent, and its attorney, that it has ceased all operations and concluded its operations in Vevay Township; and

WHEREAS, on August 4, 2015 notice was mailed to Apex Precision Solutions, Inc., its president and resident agent, and its attorney, via 1st class mail and certified mail notifying them that the Township would hear this Resolution on August 10, 2015 to revoke the IFT and that this same notice included information about the amount of previously abated taxes that must now be repaid to the Township (to be distributed to the taxing jurisdictions) pursuant to the Abatement Agreement.

NOW THEREFORE BE IT RESOLVED that:

1. The Vevay Township Board, pursuant to MCL 207.565(2), requests that the State Tax commission revoke the Industrial Facilities Exemption Certificates 2013-248 for Apex Precision Solutions, Inc., for the reasons that Apex Precision Solutions, Inc., no longer operates the facility for which the Abatement was granted and has eliminated its' workforce at the facility in Vevay Township, and as such, that the purposes for which the Certificate was issued are not being fulfilled as a result.
2. The Township Staff has taken actions as may be necessary to recapture the previously abated taxes in accordance with the provisions of the Abatement Agreement, as feasible.
3. The Township Staff will take actions necessary to remove the subject property from the tax rolls if the IFT is revoked.

Roll call vote	AYES:	Kean, Walker, Shaw, Sherwood & Ramey
	NAYS:	None
	ABSENT:	None

RESOLUTION DECLARED ADOPTED.

Treasurer's Office: APEX PPT Collection. As required by Law, the Treasurer is responsible for the collection of Personal Property Tax. Delinquent Personal Property Taxes comprise approximately \$3,000 of the total amount owed by Apex. Treasurer Sherwood reminded the Board that PPT only applies to personal property items stored within the building. As part of the Treasurer's due diligence in collection of the Personal Property Tax she will be filing a Certificate of Non-Payment of Industrial Facilities Tax and a Proof of Service for that certificate with the Ingham County Register of Deeds. After the State Tax Commission dissolves the IFT Certification (which will happen in December), the delinquent PPT tax amounts can be removed from the Tax roll for 2014.

Adoption of Ordinance Amendment #68.25 re: Official Zoning Map. Amendment #68.25 of the Zoning Ordinance approves a revised Zoning Map and repeals any maps or statutes that may run contrary. The Board discussed the codification process in detail as well as other possibilities for making the Zoning Ordinance readily accessible to residents online. The Board also discussed codification businesses that update and maintain ordinances.

Trustee Shaw – stated that a property on Barnes Road appears to be color coded incorrectly on the revised map. Supervisor Ramey – noted that the issue was brought up by Trustee Shaw at the last meeting and that he (Ramey) and Assessor Mackenzie researched the accuracy of that property on the new Zoning Map.

The following ordinance was introduced for adoption by Kean and supported by Walker.

**VEVAY TOWNSHIP
INGHAM COUNTY, MICHIGAN
ORDINANCE NO. 68.25**

PREAMBLE

AN ORDINANCE TO AMEND ORDINANCE NO. 68, THE VEVAY TOWNSHIP ZONING ORDINANCE, TO AMEND CHAPTER 4 SECTION 4.02, “OFFICIAL ZONING MAP” TO ADD PARAGRAPH G TO ADOPT THE OFFICIAL ZONING MAP AND TO REPEAL ANY ORDINANCE AND ZONING MAP INCONSISTENT THEREOF AND TO PROVIDE AN EFFECTIVE DATE HEREOF.

Roll Call Vote

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

Note: The discrepancy on the Official Zoning Map that Trustee Shaw noted was again investigated after the meeting. The map requires a correction. Therefore, the required legal publishing of ZO Amendment #68.25 did not occur and this document was not adopted. A revised Official Map and Ordinance will be re-presented to the Planning Commission at a public hearing and then forwarded onto the Board for the September Meeting.

ORDINANCE DECLARED ADOPTED.

Authorization Request to Approve Expenses for Re-keying of Locks at the Township Offices & Hall. The locks at the Township offices and hall have not been changed for several years. Given the frequency of hall rentals and employee turnover, rekeying the building may be a prudent consideration. For the Clerk to administer elections and meet State expectations, certain security precautions are necessary. Clerk Kean – noted that she never purchased a ballot security cart recently approved by the Board that would have met these expectations and cost about \$1,000. Keying a room that only the Clerk would have access to would meet security requirements and also be significantly cheaper than a storage cart. Trustee Shaw and Treasurer Sherwood both expressed concerns over the cost of rekeying all sixteen doors instead of only one election closet, particularly in light of the Mud Creek Drain project’s large unexpected cost.

MOTION Kean, seconded Walker, to authorize the expense and payment of up to \$400 for rekeying sixteen (16) locks at the Township offices and hall, expensed to (GL #101-265-931.000) in order to provide required ballot security.

Trustee Walker – noted that the cost of the project seems nominal for a security upgrade.

Roll Call Vote

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

Authorization Request to Approve Emergency Generator Maintenance Agreement. The Township has received two proposals for emergency generator maintenance; one from *Wolverine* and the other from the Township's electrician, Ron Wieferich. Mr. Wieferich has explained that he would provide the same services as *Wolverine* at a lessor cost. Trustee Walker – suggested that Mr. Wieferich provide, in writing, an affirmation that he will provide the exact same services as *Wolverine*. The Board agreed to table the item until the September Board meeting.

Authorization for Parking Lot Maintenance. Cracks are beginning to develop in the Township parking lot. The Township has received two proposals for sealing. Trustee Walker – noted that the parking lot was sealed recently and wondered if sealing is becoming another fixed overhead cost? Clerk Kean – noted that the request does not represent a new expense request as funds for the project were budgeted for the 2015-2016 fiscal year. She (Kean) also pointed to other budgeted funds that may not need to be expended as originally anticipated. Supervisor Ramey – clarified that waiting to authorize the repairs would result in increased damages and a higher cost in the future. This same maintenance was done two years ago.

MOTION Shaw, seconded Ramey, to authorize expense to seal cracks in the Township parking lot and approve payment to *Ray's Driveway Sealing* in the amount of \$1,925.000 expensed to *Grounds Maintenance (Outside)* (GL #101-265-932.0000).

Roll Call Vote

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

Authorization to Upgrade Central Security Alarm System. After the installation of the new T1 internet services, the Township office's security alarm stopped functioning. Before installation, Township Officials were informed that the new service would not interfere with the security system. The issue can be resolved by purchasing a hard-wired line or a cellular communicator for the system.

MOTION Kean, seconded Sherwood, to authorize the expense and payment of the cellular communicator installation for \$155 and the monthly monitoring fee of \$47.95, expensed to *General Services – Office Equipment Leases & Repairs* (GL #101-210-818.000).

Roll Call Vote

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

Budget Amount for Street Lighting Accounts - From Prior Years' Fund Balance. At their last meeting, the Board created new line items to bring prior years' fund balances for the street lighting accounts forward into the new fiscal year. At that time, no money was budgeted for the new line items. Treasurer Sherwood has recommended budgeting \$100 into each new line item.

MOTION Kean, seconded Ramey, to authorize expense and payment for the Treasurer to attend Michigan Municipal Treasurer Association's fall conference in Grand Rapids from September 20th-23rd, expensed to *Treasurer – Educational Meetings* (GL #101-253-960.000).

Roll Call Vote

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

Authorization for Supervisor to Attend Michigan Association of Planning Conference.

Supervisor Ramey has requested authorization to attend training that would increase his knowledge of statutory duties related to planning and zoning. The training cost would be approximately \$500. Supervisor Ramey said he would be commuting to the training and there would subsequently be no housing costs to the Township.

MOTION Kean, seconded Walker, to authorize expense and payment for the Supervisor to attend Michigan Association of Planner's training in Detroit from October 7-9th, expensed to *Supervisor – Educational Meetings* (GL #101-171-960.000).

Roll Call Vote

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

Health Insurance Proposals from Burnham & Flower to be Effective: 10-1-15.

The *Burnham & Flower Insurance* representative, Mr. Tom Armintrout, delivered the company's Health Insurance proposals to the Township and met with staff including the two employees who currently receive health insurance benefits. Mr. Armintrout reviewed both the current and alternative plans. The effective date will be October 1, 2015. The employees have respectfully requested the *Blue Care Network HMO* plan. The monthly premium will be \$1,579.56 with the employee contributing 20% of the amount. Approving the Blue Care Network HMO plan will save the Township approximately \$3,300 compared with the current insurance plan.

MOTION Kean, seconded Walker, to approve the *Blue Care Network HMO* Health Insurance plan, with benefit coverage as specified by the information provided by *Burnham & Flower Insurance* to be effective October 1st, 2015 with monthly payments of \$1,579.56 and an employee contribution of 20% of the monthly premium.

Roll Call Vote

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

Distribution (only) of the Master Plan Community Survey Results (REVISED) – from Community Planner Mark Eidelson.

Community Planner Eidelson has provided the Board with the final results of the Master Plan survey. The Board briefly commented on the results and discussed the possibility of publishing the survey results on the Township website.

Adoption of Proposed Accounts Payable Policy. The Supervisor, Clerk, and Treasurer recently attended an MTA training on better budgeting and accounting practices. The Board learned that changes are needed in the Township's current accounts payable procedures. Disbursements report will now reflect payments made from Board meeting to Board meeting instead of from month to month. Clerk Kean reviewed a list of suggested post-audit approved expenses.

MOTION Kean, seconded Sherwood, to adopt the new accounts payable policy and attached post audit approved expenses list, effective immediately.

Roll Call Vote

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

**VEVAY TOWNSHIP
Accounts Payable Policy**

1. Accounts Payable

The Township Clerk/Deputy Clerk shall be responsible for processing all accounts payable.

2. Processing of Claims

Requests for payments to vendors shall be documented in writing by a vendor invoice or, in the few instances where no invoice is forthcoming, by a written request by the department head requesting payment. Except for rare exceptions, only original invoices shall be processed for payments, as statements or copies of invoices may result in duplicate payments. Appropriate documentation (supporting invoices) shall be attached for all disbursements. Original bills, not copies, must be used for documentation.

Employee expense reimbursements shall be documented on an expense voucher prepared by the employee. See the Vevay Township *Expense Reimbursement Policy* for authorization/allowable expenses.

All invoices, departmental check requests and expense vouchers shall include the following:

1. Vendor name
2. Purpose of payment request
3. Unit price and units delivered (if applicable)
4. Date goods delivered or services rendered
5. The related purchase order (if applicable)

All requests for payments shall be approved by the department to which the expense shall be posted by initialing the document.

All requests for payment shall be submitted to the Township Clerk/Deputy Clerk at least 5 business days prior to the board meeting at which claims will be approved.

The Township Clerk/Deputy Clerk shall verify the payee, amount, purpose and the disbursing fund of each request. After verification, the clerk's office shall prepare a warrant, enter it into the general ledger and make a copy for township records.

3. Claims Reports

The Township Clerk/Deputy Clerk shall prepare a claims report to the board showing the fund, vendor name, nature of the expense, invoice number and warrant number (i.e., check number). Any items paid prior to Board audit shall be noted on the warrant report or on a separate report.

Invoices and bills supporting the claims report shall be available for board member review at the Board meeting. Board members are responsible for scrutinizing the bills prior to Board approval.

4. Board Approval Required for all Claims

All claims shall be approved by the Township Board prior to payment, with the exception of tax collection disbursements and all claims authorized by policy for post-auditing by the Township Board.

5. Board Post-Audit Authorized for Certain Claims

Only the following types of claims may be paid by disbursements made prior to board audit and approval (see attached list pre-authorized disbursements due to a contractual agreement already approved by the Board):

1. Payroll
2. Utility bills
3. Invoices with penalties that would be incurred if payment is not received prior to the Board meeting where claims will be approved
4. The Township Supervisor and/or Clerk may authorize emergency expenditures when deemed essential due to the imminent threat to the health, safety and welfare of the Township.

Any claims authorized under this policy prior to Board approval shall be post-audited at the next Board meeting.

6. Check Controls

Numerically controlled, pre-numbered checks shall be used. Checks shall not be signed prior to being completely filled out. Cleared checks must be returned to the Township or electronically stored.

7. Authorized Check Signers

The following officials are the only persons authorized to sign checks:

- Clerk or Deputy Clerk (to signify Board approval)
- Treasurer or Deputy Treasurer (to make it a check)

8. Check Processing

Each warrant shall be signed by the Clerk or Deputy Clerk to document Board authorization of that payment and forwarded to the Treasurer by the next business day following the Board meeting at which they were approved.

If payment is made in compliance with the board-adopted post audit policy, the signed warrant shall be forwarded to the Treasurer not later than the next business day after the warrant is signed by the Clerk or Deputy Clerk.

The Treasurer or Deputy Treasurer shall verify that the funds are available, sign the check and distribute it. Checks shall not be returned to the Clerk's Office for distribution.

9. Electronic Payments

Following Township Board approval or in compliance with the Board Policy for Post-Auditing payments, the Clerk or Deputy Clerk shall initiate electronic payments and the Treasurer or Deputy Treasurer shall review and accomplish.

Electronic payments or ACH agreements are authorized if in compliance with the following policy provisions. NOTE: See the Vevay Township Automated Clearing House (ACH) Policy.

10. Adoption of Policy

Adoption of this Policy (with attachment) was approved at the Board of Trustees regularly scheduled meeting held on August 10, 2015 and any previous policy in conflict or inconsistent with the provisions of this policy are hereby repealed.

Other Business. It was clarified that the Assessor has reviewed and verified the Assistant Assessor's salary. Trustee Walker voiced concerns about difficulties cross-checking the new disbursement report with the other financial reports.

Public Comment. Resident Fred Kiefer – suggested that the Board obtain three quotes instead of two on any major project. Mr. Kiefer also informed the Board that he has plans to transition his own power generator from natural gas to propane. He (Kiefer) may also have a suggestion for a vendor to perform the annual maintenance of the emergency generator.

Adjournment. The meeting was adjourned at 9:13 p.m.

JoAnne Kean, Clerk