

**VEVAY TOWNSHIP  
BOARD OF TRUSTEES  
Regular Meeting  
Monday, April 11, 2016  
Vevay Township Hall at 7:00 p.m.**

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**MINUTES**

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

**Members Absent:** None

**Others Present:** Deputy Clerk Brett Linsley

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

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

Clerk's Report: Election/Candidate Filings  
Pending Business: Additional Disbursements Authorization Requests

**Consent Agenda.** Clerk Kean – distributed a revised revenue and expenditure year-end report to the Board.

**MOTION Shaw, seconded Walker, to approve the consent agenda as published.**

**\*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 for Budget Workshop on 3-11-16, Regular/Public Hearing on 3-16-16, and Budget Adoption Special Meeting on 3-28-16. \*approve & file
- Financial Reports - March 2016 & Year End 1) Fund Balances & Investments 2) Balance Sheets and 3) Revenue & Expenditure Reports. \*receive & file Planning Comm. Regular/Public Hearing Meeting on 3-9-16.\*distribute
- March 2016 AGS Building/Zoning Report. \*receive & file
- Correspondence from:
  - 1.) Mason Fire Department re: February & March Response Reports. \*file
  - 2.) IC Health Dept. re: Comm. Surface Water Monitoring Roundtable Mtg on 4-21-16.\*file
  - 3.) Michigan PSC re: Electric Customers of Consumers Energy Co, Case No.U17990. \*file
  - 4.) Tri-County Office on Aging re: *Thank You* for Contribution to *Meals on Wheels*. \*file
  - 5.) WOW! re Programmers Rebranding Offerings Carried in their Mid-Mich. Market. \*file
  - 6.) Deputy Clerk Brett Linsley re: *Thank You*. \*file

**Roll Call Vote**

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

**Public Comment.** None.

**Accounts Payable Disbursement Authorization.** In response to a question from Trustee Walker, Clerk Kean clarified that *The Bug Man* provides services on a quarterly basis.

**MOTION** Kean, seconded Walker, to approve the Disbursement Authorization Report as presented for General Fund Checks #27399 – #27466 and EFTs #144, #145, #146, #147, #148, #149 and #150 in the total amount of \$50,049.08.

**Roll Call Vote**

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

**Nays: None**

**Supervisor's Report:**

**1. Consumers Energy Solar Garden Open House.** An open house for educating residents on the new *Consumers Energy* (CE) solar energy garden project has been scheduled for April 21<sup>st</sup>. The Planning Commission also has a public hearing on the project scheduled for May 4<sup>th</sup>. A letter from CE was initially sent to residents stating the wrong dates, but post cards were later sent with the accurate dates. Clerk Kean – said that notice of the corrected dates will be posted on the website, e-news, Facebook, and on the doors of the Township Hall.

**2. Master Plan Update.** The Planning Commission (PC) has now reviewed all chapters of the Master Plan's first draft. The PC made several suggested revisions that will be revised and brought back to the Commission. A Special Meeting has been scheduled for April 20<sup>th</sup> at 6:00 p.m. to confer with Community Planner Mark Eidelson on next steps towards completion of the Master Plan.

**Treasurer's Report:**

**1. 2015 Tax Settlement.** Treasurer Sherwood provided a memo and announced that the tax roll has been turned over to the County Treasurer, balanced and settled for the 2015-16 tax year. The County collects all delinquent real property taxes. The amount paid back to the Township will be \$3,373.17 for the 2015-16 year. The Township expects a check from the County in June. Treasurer Sherwood noted that these amounts are already recorded as projected revenues and the money does not need to be receipted to close out the books for the 2015-16 Fiscal Year.

**2. Delinquent PPT.** Treasurer Sherwood collects delinquent personal property tax. Delinquent personal property taxes amount to \$565.82 for the 2015-16 year. Two of the five parcels with delinquent PPT have paid.

**3. Downtown Development Authority (DDA) Capture.** Treasurer Sherwood noted that the DDA capture for 2015-16 was \$35,414.61. That amount has been paid to the DDA and is reflected in the year-end totals.

**Clerk's Report:**

**1. MAMC Master's Institute.** Clerk Kean thanked the Board for approving funds for her reaccreditation courses through MAMC. She (Kean) provided information on new voting equipment that she was able to use while at her training.

**2. MTA-ICC Quarterly Meeting.** April 27<sup>th</sup> at 6:30 p.m. at Aurelius Township. Representative Tom Cochran will be the guest speaker. There will be an update on the projects to be funded by the County Parks and Trails millage. The Drain Commissioner's office will also distribute new maps.

**3. Distribution of 2016-17 Approved Budget.** The approved budget was included in the Board's packets.

**4. Elections Update.** About 200 absent voter ballots have been requested for the May school election. April 19<sup>th</sup> at 4:00 p.m. will be the deadline for Township candidate filings to be submitted with the Township Clerk. The Clerk has compiled the necessary paperwork for filings and has them available upon request.

**Adoption of the Tri-County Regional Hazard Mitigation Plan.** The Federal Emergency Management Agency (FEMA) requires local governments to adopt general hazard mitigation plans before they are able to receive certain types of non-emergency disaster assistance. The Tri-County Planning Commission has provided a resolution to the Township that would meet these federal requirements if adopted. There would be no costs involved in the Township adopting the plan, but doing so would put the Township in a position to take advantage of various non-emergency grants and funding. Supervisor Ramey said that he would further review the materials provided by the Tri-County Planning Commission for additional ideas on hazard mitigation implementation. He (Ramey) also noted that the Township would not be required to have a more specific plan of its own for the resolution to meet FEMA requirements.

**TOWNSHIP OF VEVAY  
INGHAM COUNTY, MICHIGAN  
ADOPTING THE TRI-COUNTY REGIONAL HAZARD MITIGATION PLAN  
RESOLUTION 16 - 06**

WHEREAS, the Township of Vevay recognizes the threat that natural, social, and technological hazards pose to people and communities and that undertaking hazard mitigation actions will reduce the potential harm to people and property from future hazard occurrences; and

WHEREAS, this plan has been adopted by Clinton, Eaton and Ingham Counties and Delta Charter Township as a required condition of future funding for various Federal Emergency Management Agency (FEMA) disaster mitigation programs; and

THEREFORE BE IT RESOLVED, that the Township of Vevay adopts the Tri-County Regional Hazard Mitigation Plan as an official plan; and

BE IT FURTHER RESOLVED, that the Tri-County Regional Planning Commission will note this adoption in the regional Plan and submit a copy of this adoption resolution to the Michigan State Police Emergency Management Division and to Federal Emergency Management Agency (FEMA) officials along with adoptions of the Plan from other participating municipalities in Clinton, Eaton, and Ingham Counties in Michigan.

**MOTION Kean, seconded Walker, to adopt the foregoing resolution.**

**Roll Call Vote**

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

*RESOLUTION DECLARED ADOPTED.*

**Outdoor Assembly Permit Request from Michigan Steam Engine & Threshers Club.** The Michigan Steam Engine and Threshers Club has again submitted an outdoor assembly request for its annual event. Additional documentation will be needed before the event, a list of which was included in the Board packet. The dates of this year's event are July 29<sup>th</sup> through 31<sup>st</sup>.

**MOTION Kean, seconded Walker, to grant the Michigan Steam Engine & Threshers Club an Outdoor Assembly Permit for their annual event on July 29<sup>th</sup> through 31<sup>st</sup>, 2016, contingent upon receipt of remaining documents.**

**Roll Call Vote**

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

**Adoption of Fee Schedule Resolution.** Attorney Revore has recommended that a formal resolution be made to adopt the 2016-17 fee schedule approved at the last budget meeting.

**VEVAY TOWNSHIP, COUNTY OF INGHAM**  
**RESOLUTION ADOPTING THE VEVAY TOWNSHIP 2016-17 FEE SCHEDULE**  
**RESOLUTION NO. 16 - 07**

WHEREAS the Vevay Township Board of Trustees is committed to delivering government services as efficient as possible while being responsible with Township resources; and

WHEREAS the Vevay Township Board of Trustees have reviewed the current fee schedule; and

WHEREAS it has been found that due to increase costs in delivery of services and operations the fee schedule must be revised to meet these needs.

NOW, THEREFORE, BE IT RESOLVED that the attached 2016-2017 Vevay Township Fee Schedule is hereby adopted effective April 11, 2016.

**MOTION Walker, seconded Kean, to adopt the foregoing resolution.**

**Roll Call Vote**

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

*RESOLUTION DECLARED ADOPTED.*

**2016-17 Budget Amendments for New GL Account Line Items.** Pursuant to changes in the 2016-17 Budget, three new line items must be added to the revenues and estimated budgets must be adopted.

**MOTION Walker, seconded Ramey, to create the following General Ledger line items and adopt estimated budgets:**

<b>GL #101-000-486.000</b>	<b>Violation Fees – Building/Zoning</b>	<b>\$ 100.00</b>
<b>GL #101-000-487.000</b>	<b>Zoning Admin Fee (Twp. 20%)</b>	<b>\$ 440.00</b>
<b>GL #101-000-488.000</b>	<b>Building Admin Fee (Twp. (20%))</b>	<b>\$2,230.00</b>

**Roll Call Vote**

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

**Authorization for Payment of Invoices.** MOTION Sherwood, seconded Shaw, to authorize expense and payment of the following four invoices:

<b>Granger</b>	<b>\$ 79.92</b>	<b>GL #101-526-819.000</b>
<b>Superior Saw, LLC</b>	<b>\$116.42</b>	<b>GL #101-265-932.000</b>
<b>City of Mason</b>	<b>\$338.00</b>	<b>GL #101-336-810.000</b>
<b>Ingham County Treasurer</b>	<b>\$412.00</b>	<b>GL #101-000-220.228</b>
<b>(Mobile Home State Education Tax)</b>	<b>\$103.00</b>	<b>GL #101-000-220.222</b>

**Roll Call Vote**

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

**Board Re-Appointments to Planning Commission.** Regarding the reappointment of Planning Commissioners Cady and Lazet, Trustee Shaw said he believes it is time for new individuals on the Planning Commission. Clerk Kean – noted that two of the six commissioners have been on the Commission for less than a year and one for only slightly more than a year.

**MOTION Walker, seconded Sherwood, to reappoint Jack Cady and John Lazet to the Planning Commission for three year terms beginning on May 17, 2016 through May 17, 2019.**

Trustee Walker – noted that it has frequently been useful to have experienced members on the Planning Commission like Mr. Lazet and Mr. Cady who have the ability to put issues into a historical context.

**Roll Call Vote**

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

**Other Business.** Trustee Walker – noted that one of his classes at the MTA conference encouraged Townships to consider having insurance for issues related to Zoning. (Note: The David Chapman Insurance agency was contacted after the meeting and confirmed that the Township does have liability insurance coverage for Zoning Ordinance related lawsuits). He (Walker) also reminded the Board that budget line items for the Mud Creek Drain project came in under budget at that the Drain Commission has not yet informed the Township of how those additional funds will be used.

**Public Comment.** Resident Jeff Carter –said that he has been very impressed with the Planning Commission as a whole. He has especially been impressed by the knowledge of the long-time members. Mr. Carter thanked the Board for the reappointments and expressed concern with both members being on the same schedule for reappointment should they ever decide to leave the Commission at the same time.

**Adjournment.** The meeting adjourned at 7:41 p.m.

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JoAnne Kean, Clerk

*Transcribed by Deputy Clerk Brett Linsley  
April 2016 BOT Minutes.doc*