

submitted immediately in order to be placed on a waiting list. Mr. Thelen offered to meet with Township officials to review maps that show where natural gas lines already exist in the Township.

Mud Creek Drain Project Presentation. Representatives of the Ingham County Drain Office, *LAN Inc.*, and *Jackson Dirt Works* were present at the meeting to update the Board on the Mud Creek Drain project's progress. All of the major work has been finished. A short punch list has been created for the spring. This list will be shared with the Township.

Deputy Drain Commissioner Carla Clos gave projected estimates for the project's total cost. Overall, the project is 16% under budget while the contractor's budget is also under budget by 2%. Approximately \$370,000 of the overall funds has not been spent. The original budget included \$303,000 in contingency funds which have not been used. The Drain Office will return to present final accounting figures to the Board after work has been completed in the spring.

Project Engineer Samir Matta was at the meeting and gave a presentation that explained in detail how the finished project compares with what was initially planned. Several pipelines were extended and certain adjustments were made to compensate for unanticipated complications. Mr. Matta explained the specific parts of the project that remain to be finished. Some standing water has resulted from unfinished areas. Those problems should be resolved in the spring.

The Drain Office has received several positive comments. One resident noted that, because his sump pump does not need to be run as frequently, his energy bill has gone down \$50 per month since the project was completed. One property that had large sections submerged in water has not been showing any signs of standing water.

Ms. Clos discussed the various possibilities for contingency funds and budgeted money that has not been used. Under the drain code, all additional budgeted funds are under the Drain Commissioner's discretion. The money can go in a maintenance account for the drain system, a debt service account to make bond payments, or put towards interest to decrease resident assessments. When the Drain Office returns in the spring to present the final accounting figures, the Drain Commissioner will be present to discuss how the money will be spent with the Board.

The Board thanked the Drain Office, *LAN Inc.*, and *Jackson Dirt Works* for their time and efforts on the project.

Approval and Continuation of Special Land Use Permits. The Planning Commission has recommended approval and continuation of the following SLU permits:

- #112 Calvin Bowden, 1131 W. Columbia Road – Riding Stable
- #81.02 Russell/Darling, 1228 Ives Road – Gravel Mine
- #99 & 99.01 Gail Sinnaeve, 2230 Ives Road – Dog Grooming & Kennel

MOTION Kean, seconded Walker, that Special Land Use Permits #112, #81.02, #99 and #99.01 be approved for continuation as recommended by the Planning Commission.

Roll Call Vote

Ayes: Sherwood, Ramey, Kean, Walker & Shaw

Nays: None

Accounts Payable Authorization. Clerk Kean distributed a revised disbursement report that included payroll for the Planning Commission. She (Kean) clarified that Commissioner McNielly and Chair Ilene Thayer have higher checks this month due to training they attended.

MOTION Kean, seconded Walker, to approve the Disbursement Authorization Report as revised for General Fund Checks #27161 – #27223 and EFTs #126, #127, and #128 in the total amount of \$63,783.85.

Roll Call Vote

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

Supervisor’s Report.

1. Flag Pole Repair. The rope on the Township Hall’s flagpole recently broke. A company was hired to perform that repair and also to repair the lock box that secures the flag.

2. ICHD Water Quality. Last week, the water at the Township hall once again tested positive for bacteria. For the third time, a company was hired to chlorinate inside the Township Hall. Thursday’s test was returned negative and Friday’s test results will be received on Tuesday. Trustee Walker – asked if anyone had considered draining the hot water tank or investigating the water fountain’s irregular behavior as possible causes of bacteria.

3. West Bay Exploration Project. Trustee Walker, Clerk Kean, and Supervisor Ramey recently attended an informational meeting at Mason City Hall. The Officials heard a presentation on the possibility of *West Bay Exploration Company* drilling for oil underneath the City of Mason. The drilling platform would be on Vevay Township property. Supervisor Ramey clarified that the company would be drilling and not fracking. The Board will receive updates on the project as information becomes available.

Treasurer’s Reports.

1. Tax Collection. Tax bills went out on Thanksgiving weekend. Treasurer Sherwood said that she was initially prepared to receive several phone calls regarding Mud Creek Drain project assessments, but she has only received a few complaints. Overall, things have been going smoothly.

2. Internal Controls. Treasurer Sherwood distributed an informational memo regarding internal controls and read that memo aloud.

Tax Account Internal Controls

“I am addressing the issue of Internal Controls within the Tax Account.

By Law, the treasurer is the only signature required on the tax account. The township auditor has suggested that someone else outside of the Treasurer’s office additionally sign all disbursement and refund checks for added internal controls.

As Treasurer, I will always do what is best for our residents and protect the taxpayer’s interests especially within the tax account!

At this time Supervisor Ramey has expressed an interest in learning more about the tax collection and disbursement procedures and will now be signing the tax checks along with the Treasurer or Deputy Treasurer. This added internal control procedure to the tax account should prove that I want to always do what's best for the Township residents.

Supervisor Ramey, at this time, will also review final disbursement figures with me at settlement time in March. Supporting documents will always be attached to any disbursements or refund checks written and given to the Clerk for added review.

I have also attached a revised copy of my Property Tax Collection & Bank Reconciliation Internal Controls for your reference.”

Clerk's Report:

1. SLU Special Project Update. At the beginning of November, the Clerk's office began the necessary paperwork needed to amend Special Land Use Permits in accordance with Resolution #15-05. Deputy Clerk Linsley has worked on this project for approximately 60 hours. These hours were not anticipated during the 2015-16 fiscal year budget process. The project included mailing about 460 letters. The cost of postage for those letters was around \$250.

2. MTA Training Update. Clerk Kean recently attended two trainings by MTA. She (Kean) received a scholarship from MTA which covered the registration fee for the finances workshop. Fee schedules were a major point of interest, including land division fees. The second training Clerk Kean attended was on writing, adopting, and enforcing ordinances. She (Kean) was able to gather information pertinent to the West Bay Project, the Service Road ordinance infraction, sign ordinances, and medical marijuana ordinances.

Adopt Revised Approval List for Post Audit Accounts Payable Policy. Clerk Kean has requested prepaid postage to be added to the post-audit approved vendor list that is an attachment to the recently adopted Accounts Payable Policy. The Clerk would not have been able to mail SLU letters without having a Special Meeting to approve pre-paid postage because a ten-day processing time is needed before postage can be added to the meter.

MOTION Kean, seconded Sherwood, to adopt the revised post audit approved list for the Accounts Payable Policy, effective immediately.

Roll Call Vote

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

Discussion on Broken Drinking Fountain. The drinking fountain at the Township hall has visible signs of wear and only works sporadically. As noted earlier in the meeting, there are also questions regarding whether the drinking fountain has been contributing to bacteria in the Township Hall's inside water supply. Supervisor Ramey has received a proposal for replacing the fountain at the cost of \$1,150. He (Ramey) asked the Board to approve up to \$1,200 for that replacement. Supervisor Ramey also indicated that he will continue to look for proposals.

Trustee Walker – suggested waiting to replace the fountain until officials have been able to learn whether the fountain is, in fact, the source of the bacteria problem. Supervisor Ramey – clarified that the Township Hall, by law, must have a drinking fountain and that now seems like an opportune time to replace the dysfunctional one.

Trustee Shaw – cautioned the Board that relevant authorities had required him to install a “double” drinking fountain (one adult height and one child height) on his property. He (Shaw) ultimately discovered that there exists no law that compels him to have more than one drinking fountain.

MOTION Shaw, seconded Walker, to authorize expense and payment of up to \$1,200 for a new drinking fountain at the Township Hall, charged to *Capital Outlay* (GL #101-265-970.000).

Roll Call Vote

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

Ordinance Violation Enforcement. At last month’s meeting, the Board reviewed and discussed the ordinance violation at 1074 Service Road. Since last month’s meeting, Supervisor Ramey has discussed the matter with the Township Attorney, seeking counsel on how to both minimize cost and achieve ordinance compliance. Research revealed that there was a lien on the property besides the initial mortgage, making the Township third in line for payment if legal action were pursued. Ultimately, the project would be expensive and there would be no guarantee of the Township being reimbursed. Still, the Board concurred that if ordinances are not enforced they are operatively non-existent. Supervisor Ramey suggested that the Board authorize up to \$6,000 for legal costs and cleaning the property.

MOTION Ramey, seconded Shaw, to continue ordinance violation enforcement at 1074 Service Road, Mason, MI 48854. Furthermore to authorize the expense and payment of restoration services from *Servicemaster*, up to \$6,000 expensed to *Contracted Refuse Cleanup* (GL #101-526-817.000). Also, to authorize the budget amendment transfer of \$6,000 from *Elections Capital Outlay* (GL #101-191-970.000) to *Contracted Refuse Cleanup* (GL #101-526-817.000).

Roll Call Vote

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

Authorization Request MTA Board of Review (BOR) Training. Supervisor Ramey explained that between one new BOR member and a proposed candidate to fill a vacancy on the BOR, it would be wise to authorize training expenses for both individuals. Supervisor Ramey would also like to attend. The cost would be \$306 for three registrations and two training manuals.

MOTION Kean, seconded Sherwood, to authorize the expense and payment of \$306 to send three people to attend MTA’s Board of Review training and the cost of two new manuals, charged to *Board of Review – Educational Meetings* (GL #101-247-960.000).

Roll Call Vote

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

Authorization Request for Printing of New Zoning Maps. The new official zoning map has been signed by the Planning Commission Chair and Township Clerk. Printing was originally postponed due to potential rezoning applications. No such applications have been received and there are currently no indications of rezoning considerations. Township Officials feel that the printing project can proceed. The Township could purchase a large office map and several smaller maps for the office for around \$500.

MOTION Kean, seconded Walker, to authorize expense and payment of up to \$500 for new zoning maps, charged to *Planning Commission Zoning Map (GL #101-801-728.001)*.

Roll Call Vote

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

Board of Review Appointment. Resident Jim Minster, a former civil engineer, has expressed an interest in filling a vacancy on the Board of Review. Supervisor Ramey feels Mr. Minster would be a good fit for the position. He would serve a partial term in the place of former member Brian Whipple.

MOTION Ramey, seconded Walker, to appoint Jim Minster to the Board of Review for a term effective January 1, 2016 through January 1, 2017.

Roll Call Vote

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

Public Comment. Supervisor Ramey explained that public comment will only be a time for comments and not a time for discussion. He (Ramey) welcomed those who wished to have conversations to address him after the meeting.

Jeff Carter – thanked the Board for pursuing ordinance enforcement at 1074 Service Road. He (Carter) said he felt that this action could help prevent further violations by demonstrating the Board’s resolve to enforce ordinances.

Fred Kiefer – expressed agreement with Trustee Walker regarding the current drinking fountain being analyzed for bacteria before purchasing a new one. He (Kiefer) also believes additional chlorinations should be paid for by company because they have not been effective.

Jim Minster – thanked the Board for appointing him to the Board of Review.

Adjournment. The meeting was adjourned at 9:05 p.m.

JoAnne Kean, Clerk