

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Budget Work Session/Special Meeting
Friday, February 19, 2016
Vevay Township Hall at 11:00 a.m.**

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 11:16 a.m. and followed by the Pledge of Allegiance.

Set/Amend Agenda. The agenda was set as presented.

Public Comment. None.

2015-16 Budget Amendments as of 2-19-16. The Board discussed several line items that may need adjustment before the end of the fiscal year.

The Board reached a consensus to do a cost-center adjustment instead of a budget amendment to transfer \$1,600 from *Contractual Upkeep – Hawley* (GL #101-276-818.209) to *Repurchase of Lots – Hawley* (GL #101-276-730.209).

City of Mason 425 Agreements. Treasurer Sherwood agreed to call City of Mason Treasurer Eric Smith to ask if the City anticipates any large 425 tax refunds to be issued during 2016-17 fiscal year.

Review of Fee Schedule. Supervisor Ramey asked the Board to review the fee schedule and be prepared to make any needed revisions at the next budget meeting. He (Ramey) explained that the following proposals should specifically be reviewed:

- Establishing a fee for post-demolition inspection
- As recommended by Associated Government Services, Establishing a 10-20% fee for all building and zoning requests to cover in-office labor (note: most townships charge 20%)
- Increasing the land division fee to \$100 and establishing a \$25 or \$30 fee per additional split from the mother parcel
- Establishing a fee for combining parcels (input from Assessor Mackenzie will be brought back to the Board at the next meeting)
- Increasing the application fee for IFTs (tax abatements)

Treasurer Sherwood left the room at 11:30 a.m. to assist with a tax payment and returned at 11:34 a.m.

Demolition Permits. The Board discussed the various components of the current demolition permit as related to fees for inspections and for applications. Supervisor Ramey will be contacting *Associated Government Services* to see when inspections take place during the demolition process. Trustee Walker expressed an interest in reviewing the actual demolition permit.

Home Occupations. Discussion occurred regarding the possibility of not requiring a Special Land Use permit for home occupations where there are no noticeable operations or changes to the property (for example, a home-based internet marketing business). The Planning Commission would have to review the criteria for determining whether a Special Land Use permit would be needed for home occupations.

Clerk's Office Update: New Page on Website for Budget Information. Clerk Kean described information she learned at a Township Governance Academy course about transparency in the budgeting process. To achieve a greater degree of transparency during this year's budgeting process, Clerk Kean has created an additional page on the Township website where residents can access various relevant documents. Currently, the page includes budget meeting dates and the requested budget. Information will continue to be added as it becomes available. Changes made to the *requested budget* (draft #1) at today's meeting will be added to the website as the *recommended budget* (draft #2). Audit reports and other relevant materials will also be uploaded to the webpage in the near future.

Initial Review of 2016-17 Budgets. The Board reviewed in detail the requested budget and made revisions that will be presented at the next budget meeting as the *recommended budget*. One major distinction in this year's budget will be an attempt to more precisely project revenues and expenses. Given the Mud Creek Drain project prepayment of \$212,000, the Township's fund balance has decreased significantly. Supervisor Ramey asked the Board to make additional efforts to craft a lean budget for the 2016-17 Fiscal Year by considering any feasible areas where the Township can cut expenses.

Rezoning Fees Line Item. Supervisor Ramey said he has been contacted by a property owner who would like to rezone from his property from B2 to M1. Because that issue may go to the Planning Commission, the Board budgeted funds in *Rezoning Fees* (GL #101-000-612.00) needed for that project into the 2016-17 Fiscal Year.

Sales Line Item. The *Sales* line item (GL #101-000-642.000) showed unexpected revenue for the 2015-16 Fiscal Year. Treasurer Sherwood calculated an annual fee to be collected from *Corelogic Tax Service* for their request of an electronic copy of our tax rolls. That fee needs to be added to the fee schedule and approved by the Board. The Board will review the fee at the next budget meeting.

The Board recessed at 1:06 p.m. for lunch and was re-adjourned at 1:39 p.m.

Further review took place regarding the *requested budget* for the 2016-17 Fiscal Year. The Board reached a consensus to meet on Friday, March 11th at 10:00 a.m. to complete their work on the budget.

Any Other Business. None.

Adjournment. The meeting was adjourned at 4:24 p.m.

*Transcribed by Deputy Clerk Brett Linsley
February 19, 2016 Budget Workshop Minutes.doc*

JoAnne Kean, Clerk