

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

MINUTES

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

Members Absent: None

Staff 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 item was added to the agenda under Pending Business:

Authorization Request to Pay Pitney Bowes Supply Invoice

Consent Agenda. Trustee Walker – noted that there was inaccurate information on page two of the December 9th, 2015 Planning Commission minutes. Patricia McNielly, not Jack Cady, was elected as Vice Chair. He (Walker) also indicated that specific mention should be made to *Blugrass* in the same set of minutes to clarify which zoning petition was being discussed. Finally, there were extensive revisions made to the section of the minutes that discusses Planning Commission by-laws.

Clerk Kean – explained to the Board that, after a discussion with the Township Auditor Joe Verlin, she and Treasurer Sherwood were able to isolate individual funds in the T&A Accounts to make balance sheets and cash and investment reports more clear. She (Kean) also informed the Board that the IRS standard mileage rates for 2016 have decreased to 54 cents per mile.

MOTION Shaw, seconded Walker, 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 (*).**

- Minutes for Regular Meeting on 12-14-15. *approve & file
- Financial Reports – December 2015:
 - 1) Fund Balances/Investments

- 2) Balance Sheets and
- 3) Revenue & Expenditure Report. *receive & file
- Planning Comm. Regular Meeting on 12-9-15.*distribute
- December 2015 AGS Building/Zoning Report. *receive & file
- 2015 Annual AGS Building/Zoning Report. *receive & file
- IRS re: 2016 Standard Mileage Rates. *approve & file
- Correspondence from:
 - 1.) Eaton Farm Bureau Cooperative, Inc. re: Acquire all Assets of Mason Elevator. *file
 - 2.) Michigan PSC Notice re: Video Franchise Act (PA 480 of 2006) Funding for Activities Sunsets on 12-31-15. *file

Public Comment. The Board received a letter from resident and former Clerk Susan Kosier regarding tonight's Resolution on Annual SLU Review and Fees.

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

- #3 VFW 7309, 1243 Hull Road – Meeting Hall
- #69 Ron Weesies, Kelly Road – Greenhouse
- #121 Kellie Johnson, 2305 Tomlinson – Beauty Shop

MOTION Shaw, seconded Walker, that SLUs #3, #69, and #121 be approved for continuation as recommended by our Planning Commission.

Roll Call Vote

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

Accounts Payable Disbursement Authorization. Clerk Kean distributed a revised disbursement report. The revisions included one voided check and added two more checks. She (Kean) also noted that there are now four EFT payments instead of three. This is because new IRS regulations require biweekly payments instead of monthly payments. The IRS is reviewing a request from the Township to remain at one monthly payment.

MOTION Kean, seconded Sherwood, to approve the Disbursement Authorization Report as revised for General Fund Checks #27224 – #27273 and EFTs #129, #130, #131 and #132 in the total amount of \$109,104.79.

Roll Call Vote

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

Supervisor's Reports.

1. Furnace Repair. Last Tuesday, the motor seized on the furnace that services the Hall portion of the Township building. Township electrician Ron Wieferich completed the necessary emergency repairs for approximately \$600. While working on the furnace, Mr. Wieferich found that a gasket and cover will need to be replaced for approximately \$400.

2. ICHD Water Quality Tests Results at Township Hall. The process of testing the Township Hall's water supply for bacteria will continue this month. After two successful tests in December, five more samples must be taken in January with negative results. If those tests are passed the Township may start the routine sampling schedule. Given the inconsistent results of testing in the past few months, Trustee Walker suggested testing at multiple places in the building to see if the source of bacteria can be located.

3. Master Plan Update. The Planning Commission (PC) has scheduled a special meeting for January 27th at 6:00 p.m. for a Master Plan work session. The PC and Board members received relevant materials regarding Appendix A, B, C and D from Community Planner Mark Eidelson in a letter dated December 15, 2015. Written comments from the Board to the PC can be submitted to Supervisor Ramey.

Treasurer's Report: Tax Collection for December. The Treasurer's Office has been collecting tax payments since December 1st, 2015 and has collected approximately \$924,000 through the month of December. Of the money collected, \$56,400 goes to the Township and an additional \$8,300 was collected for administration fees. \$37,000 is from Mud Creek Improvement Drain project assessments. There has been an increase in the use of credit cards during this collection season.

Clerk's Reports. Clerk Kean stated her support of Supervisor Ramey being a second signature on tax account checks as announced at last month's meeting.

1. Elections Update. Clerk Kean gave several announcements regarding 2016's four elections. New legislation has removed straight party voting from the November ballot. Regarding the March election, some residents have expressed frustration at having to choose a partisan ballot. The recently announced May 3rd school election will have a proposal for millage renewal and an \$80 million request for building improvements. Clerk Kean also announced that she has organized a Voter Registration Day on February 3rd for eligible Mason High School students. The Township will receive reimbursements for the March 8th and May 3rd elections.

2. New Zoning Ordinance Maps Update. The new Official Zoning Maps dated August 21, 2015 have been printed and delivered to Township. Members of the Board have all received a copy of the new map. Two large presentation maps were purchased. One was on display at the Board meeting. The other large map is on display in the Township office. Printing costs for the project were just under the authorized amount of \$500.

College Road Properties. The lease on the Township's College Road properties expired on January 1st. The Attorney has suggested three options: re-lease the property, sell the property and return profit to the County, or keep property for future use. The Board discussed the potential benefits and complications of leasing the property to defray other costs. The Board concurred that it would be wise to publish a request for proposals.

MOTION Walker, seconded Sherwood, to authorize expense and payment of up to \$100 to advertise the lease of the College Road properties for crop farming for a period of two years with an option for an additional year, charged to *College Road Property Expenses* (GL #101-101-956.002).

Roll Call Vote

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

Amending Current Special Land Use (SLU) Permits. The Township Attorney has created a proposed resolution that would implement desired changes in SLU permit regulation. Trustee Shaw recused himself from voting (because he holds SLU Permit #120 which would be affected by the resolution under consideration). Supervisor Ramey gave the audience a brief overview of developments that have led to the proposed changes in the Resolution that has come to the Board for consideration. The Planning Commission (PC) held a Public Hearing to receive comments about the Resolution. Draft minutes from that meeting were distributed with the Board packet. The PC has reviewed the resolution and given it to the Board for consideration. Each SLU holder has signed an addendum which states their agreement to policy changes, including removal of the annual \$35 renewal fee. The addendums are subject to the Board's approval of this Resolution. Supervisor Ramey read a statement that included several reasons that he supports the Resolution, including the following:

- Annual renewal is not addressed in the Zoning Ordinance.
- The revocation procedure specified in the Zoning Ordinance can be invoked if SLU conditions are not met.
- SLU Review can be performed at any time the Township wishes, not just annually.
- Residents can speak about SLU abuses either privately with the Supervisor or in a Planning Commission or Board of Trustees meeting during public comment.
- The yearly review fee was originally meant to pay for the "in-house" Zoning Administrator's time – the Supervisor has now assumed those duties so that the expense no longer exists.

Treasurer Sherwood concurred with Supervisor Ramey's statement.

**TOWNSHIP OF VEVAY
INGHAM COUNTY, MICHIGAN
SPECIAL LAND USE ANNUAL REVIEW AND FEES FOR CURRENT PERMITS
RESOLUTION NO. 16-01**

At a regular meeting of the Township Board of Trustees of the Township of Vevay, Ingham County, Michigan, held in the Township Hall, 780 Eden Road, Mason, Michigan 48854 on the 11th day of January, 2016.

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

ABSENT: None

The following Preamble and Resolution were offered by Ramey and supported by Sherwood.

WHEREAS, Special Land Uses within the Township are subject to permit pursuant to the Vevay Township Zoning Ordinance under certain circumstances; and

WHEREAS, Protection of surrounding property values and compatibility with existing and intended uses of the land are important considerations; and

WHEREAS, Special Land Use permits require an application for permission to establish a Special Land Use and payment of an initial fee, in accordance with a fee schedule, as determined by the Township Board from time to time; and

WHEREAS, The Township Board revised its SPECIAL LAND USE PERMIT/SITE PLAN APPLICATION to forego the subsequent annual review process and annual fees for Special Land Use permits issued on or after November 2, 2015; and

WHEREAS, Current Special Land Use Permit holders have expressed a desire to forego the subsequent annual review process and annual fees as a condition of their Special Land Use Permit; and

WHEREAS, All Special Land Use Permits and the conditions thereof remain subject to review, investigation and/or revocation as necessary for the enforcement of Township ordinances, and applicable laws and regulations.

NOW, THEREFORE, BE IT RESOLVED that;

1. The Township of Vevay, Ingham County, Michigan, shall and does hereby maintain the provisions of its Zoning Ordinance and the enforcement thereof; and
2. The Township of Vevay concludes the subsequent annual review process and annual fees for Special Land Use permits issued prior to November 2, 2015; and
3. Special Land Use Permits and the conditions thereof are subject to review, investigation and revocation as necessary to maintain the permit and for enforcement of Township Ordinances and applicable laws and regulations.
4. The Township of Vevay permits current Special Land Use Permit holders the option to forego the subsequent annual review process and annual fees as a condition of their Special Land Use Permit; and
5. The following Special Land Use Permit holders are not subject to the annual review process or annual fees:

#3 VFW Post 7309 – Meeting Hall on Hull Road/Coy Road, Parcel #33-10-10-21-151-002

#5 Launstein Saw Mill – 384 S Every Road, Mason, Parcel #33-10-10-11-400-013

#6 Vevay Township Meeting Hall - 780 Eden Road, Mason, Parcel #33-10-10-16-400-006

#7 & 37 Family Life Radio Broadcasting Tower – Tomlinson/Ives Roads, Parcel #33-10-10-22-200-011

#10 Plumhoff Radio Tower – 1858 Columbia Road, Mason, Parcel #33-10-10-03-300-018

#11 Capital Region Airport Authority Airport/Terminal – 659 Eden Road, Mason, Parcel #33-10-10-16-200-004

#13 Smith/Warvel Storage Tank – 778 Jewett Road, Mason, Parcel #33-10-10-17-300-047

#26 Noga (formerly Rogers) Consultant – 1494 Tuttle Road, Parcel #33-10-10-19-400-013

#35.01 Eagle View Golf Course – 2602 W Tomlinson Rd, Mason #33-10-10-17-400-007 & 008; 33-10-10-20-200-005 & 016

- #41 Tower Assets Newco Cellular Tower – 2146 Plains Road, Leslie, Parcel #33-10-10-33-400-015
- #62 MI Steam Engine & Threshers Parking Lot Expansion – Hull/Barnes Roads, Mason, Parcel #33-10-10-28-300-026
- #69 Weesies Greenhouse – Kelly/Barnes Roads, Mason, Parcel #33-10-10-36-200-012
- #70 Rice/Snow’s Sugar Bush Restaurant/Syrup – 3188 Plains Road, Mason, Parcel # 33-10-10-31-400-005
- #72 Michigan Trapshooting Association – 1534 Service Road, Mason, Parcel #33-10-10-29-200-007
- #73 Lechleitner U-Pick Berries – 1584 Barnes Road, Leslie, Parcel #33-10-10-27-400-024
- #77 Capital City Car Club Antique Cars – 2373 W Barnes Road, Mason, Parcel #33-10-10-33-100-016
- #78 Lovell Landscaping – 1681 Hull Road, Mason, Parcel #33-10-10-28-100-028
- #81.02 Russell/Darling Gravel Mine – 1228 Ives Road, Mason, Parcel #33-10-10-22-200-009
- #82.02 Lyon Gravel Mine – Ives Road, Mason, Parcel #33-10-10-22-400-008
- #83 Broughton Radio Repair – Rolfe/Hull Roads, Mason, Parcel #33-10-10-28-100-011
- #87 Lansing Ice & Fuel Facility – Legion Drive, Mason, Parcel #33-10-10-06-204-019
- #94 Miller Beauty Shop – 1055 Hull Road, Mason, Parcel #33-10-10-21-101-028
- #97.01 Crazy C/Hayhoe Land Co. Gravel Mine – Barnes Road, Mason #33-10-10-25-400-016 & 018 & 022
- #99 & 99.01 Sinnaeve Dog Grooming/Kennel – 2230 Ives Road, Leslie, Parcel #33-10-10-34-200-025
- #101 Verizon Wireless Cellular Tower – Service Road north of Rolfe Road, Mason, Parcel # 33-10-10-29-200-009
- #105 American Tower/Spectrasite Cellular Tower – Howell Road east of Okemos Road, Mason , #33-10-10-03-100-003
- #107 Eden United Brethren Church Expansion – 1938 Eden Road, Mason, Parcel #33-10-10-28-451-018
- #112 Bowden Riding Stable – 1131 W Columbia Road, Mason, Parcel #33-10-10-11-201-004
- #115.01 Stringer Ivy Mineral/Salt Water Well – Service Road south of Tomlinson Rd, Mason, #33-10-10-20-400-002
- #119 Ball Taxidermy Shop – 2215 Rolfe Road, Mason, Parcel #33-10-10-28-200-027
- #120 Shaw Farm Market/Agritourism – 1826 Rolfe Road, Mason, Parcel #33-10-10-27-100-004
- #121 Johnson Beauty Shop – 2305 Tomlinson Road, Mason, Parcel #33-10-10-21-126-011
- #123 Harris Indoor Recreational Facility – 839 Eden Road, Mason, Parcel #33-10-10-16-400-015
- #124 Myall/Tele-Site Verizon Wireless Cell Tower – W Columbia Rd near Ives Rd, Mason, Parcel #33-10-10-02-300-001
- #125 Pawlowski Dog Grooming – 1366 W Dexter Trail, Mason, Parcel #33-10-10-14-300-032
- #126 J&J Properties Vehicle Body & Repair Shop – 2377 E Kipp Road, Mason, Parcel #33-10-10-16-100-009

- 6. All other terms and conditions of the Special Land Use Permits identified above remain in full force and effect; and
- 7. All Special Land Use Permits identified above remain subject to the Township’s enforcement of its ordinances, and applicable laws and regulations.

Roll Call Vote

AYES: Walker, Sherwood, Ramey & Kean
NAYS: None
ABSTAIN: Shaw

RESOLUTION DECLARED ADOPTED.

Clerk Kean thanked the Planning Commission for their efforts and diligence in this matter, especially during the Public Hearing when receiving resident comments.

Enforcement line item since his activities have saved costs that otherwise would have been charged to that line item. The Board concurred that giving the Supervisor additional training for these duties was a good investment for the Township.

MOTION Sherwood, seconded Walker, to authorize expense and payment of \$800 for registration fees for the Supervisor to attend Michigan State University's Zoning Administrator Certificate Program, charged to *Supervisor – Educational Meetings* (GL #101-171-960.000).

Roll Call Vote

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

Authorization Request for MAMC Clerk's Institute in Mt. Pleasant for the Deputy Clerk.

Last March, the Deputy Clerk attended the MAMC Clerk's Institute. The Institute is a three year program. The 2nd year of the program will take place in Mt. Pleasant, Michigan from March 20th to 26th, 2016. Some election training will be included in the program's curriculum. Because there is not currently a line item for election educational meetings, Clerk Kean suggested that funds be transferred from *Elections* (GL #101-191-728.000) to *Clerk – Educational Meetings* (GL #101-215-960.000) to defray the additional \$700 needed to cover the expenses for the Clerk and Deputy Clerk's upcoming trainings.

MOTION Kean, seconded Walker, to authorize expense and payment of \$600 for registration fees for the Deputy Clerk to attend the MAMC Clerk's Institute, charged to *Clerk – Educational Meetings* (GL #101-215-960.000).

Roll Call Vote

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

Authorization Request for Master Academy Continuing Education Re-Accreditation for the Clerk.

In order to maintain her accreditation and status as a Certified Michigan Municipal Clerk, Clerk Kean must attend a certain amount of trainings approved by MAMC. The Master's Institute would meet the standards set by MAMC for working towards reaccreditation.

MOTION Ramey, seconded Sherwood, to authorize expense and payment of \$450 for registration fees for the Clerk to attend the MAMC Masters Academy, charged to *Clerk – Educational Meetings* (GL #101-215-960.000).

Roll Call Vote:

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

Authorization Request to Pay Pitney Bowes Supply Invoice. Clerk Kean informed the Board that the Township received an invoice from Pitney Bowes the morning of the meeting. That bill was not on the disbursement report. Because the bill would be due before the next Board meeting, Clerk Kean requested that the Board approve payment of the invoice to avoid being charged a late fee.

MOTION Sherwood, seconded Walker, to authorize the expense and payment of \$183.57, charged to *Central Office Supplies* (GL #101-210-728.000) for postage meter ink cartridges from *Pitney Bowes*.

Roll Call Vote

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

Third Quarter Budget Revenue/Expenditure Report. The Board reviewed the 3rd quarter report in detail. Several budget adjustments were needed.

MOTION Kean, seconded Ramey, to authorize budget adjustments by debiting the following accounts:

GL #101-371-824.000	Enforcement & Special Inspections	\$ 900
GL #101-191-728.000	Elections Supplies	\$ 700
GL #101-265-970.000	Building and Grounds – Capital Outlay	\$ 1,400
GL #101-191-970.000	Elections – Capital Outlay	\$ 2,000
GL #101-000-699.000	Prior Year’s Fund Balance	\$37,900
GL #101-000-699.000	Prior Year’s Fund Balance	\$15,100
GL #101-815-826.000	ZBA – Legal Services	\$ 300

And crediting the following account:

GL #101-171-960.000	Supervisor Educational Meetings	\$ 900
GL #101-215-960.000	Clerk – Educational Meetings	\$ 700
GL #101-265-853.000	Telephone	\$ 1,400
GL #101-299-860.000	Transportation	\$ 2,000
GL #101-444-969.000	Roads Maintenance	\$37,900
GL #101-445-969.000	Drains	\$15,100
GL #101-815-705.000	ZBA – Per Diem	\$ 300

Roll Call Vote

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

Clerk Kean also informed the Board that she and the Supervisor would be making a cost center adjustment by transferring \$80 from *Employee Medical Insurance Buyout* (GL #101-950-911.001) into *Employee Life Insurance Premiums* (GL #101-950-912.000).

Public Comment. Tami Shaw – said that if the SLU review wasn’t supported by the Zoning Ordinance, the Board should consider refunding previously paid fees. Supervisor Ramey – said the ordinance allows the Township to establish fees. Clerk Kean – noted that every SLU holder filled out an application and signed a permit that included an agreement to pay the fees.

Adjournment. The meeting was adjourned at 8:32 p.m.

JoAnne Kean, Clerk