

**VEVAY TOWNSHIP  
BOARD OF TRUSTEES  
Regular Meeting  
Monday, September 12, 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

**Staff Present:** Deputy Clerk Brett Linsley

**Others Present:** *Consumers Energy* Communications Director Dennis McKee, Township Auditor Joe Verlin from *Gabridge & Company*, *Consumers Energy* Community Engagement Director Dennis Marvin, *Consumers Energy* Public Affairs Area Manager Chris Thelen, Planning Commission Secretary John Lazet

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 under Pending Business:

Authorization to Pay Invoices to *Quill, Express Tree Service, Accident Fund, Muzzall Graphics, and Granger*

**Consent Agenda.** The following item was removed from the consent agenda:

G1) Mason Fire Department re: July and August Response Report

Clerk Kean – regarding the Trust and Agency account on the balance sheets, explained that the final expenses for the *Consumers Energy* escrow. The General Fund will be reimbursed in the next few days. Trustee Walker – noted that there have been minor revisions to the Planning Commission (PC) minutes on page four. In the revenue/expenditure report, there are no revenues for electrical, mechanical, and plumbing permits. Supervisor Ramey said that these permits are still inspected by the State. Associated Government Services needs to complete additional paperwork before they can begin these kinds of inspections.

**MOTION Sherwood, seconded Shaw, to adopt the consent agenda as amended.**

**\*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 from 8-10-16 Meeting. \*approve & file
- Financial Reports – 1) Fund Balances 2) Balance Sheets, and 3) Revenue & Expenditure Report. \*receive & file
- Planning Comm. Minutes Regular/Public Hearing 8-3-16.\*distribute
- August 2016 AGS Building/Zoning Report. \*receive & file
- Correspondence from:
  - 1.) Mason Fire Department re: July and August Response Report. \*deleted
  - 2.) WOW! Services re: Policy Changes for Customers effective 11-1-16.\*file
  - 3.) WOW! Services re: Quarterly Fee Payment for period ending 6/30/16. \*file
  - 4.) Michigan PSC re: Notice of three Hearings for Consumers Gas/Electric Customers of Consumers Energy (Case # U-18081, #U-18124 and #U-17693-R). \*file
  - 5.) Delhi Charter Township re: Distribution of Draft Realize Cedar Plan (no enclosure/view Online or a copy available at the meeting).\*file

**Roll Call Vote**

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

**Public Comment.** Dennis Marvin from *Consumers Energy* – explained that plans for a solar garden project in Vevay Township were withdrawn because upper management at *Consumers Energy* decided that current subscriptions to the program (60% of the total number needed) were insufficient to move forward with the project. Mr. Marvin thanked the Board and PC for their work on the Special Land Use permit. A letter will also be mailed from *Consumers Energy* to Vevay Residents informing them of this decision.

**Accounts Payable Disbursement Authorization Report.** MOTION Kean, seconded Walker, to approve the Disbursement Authorization Report as presented for General Fund Checks #27718 – #27791 and EFTs #171, #172, #173, #174, #175 and #176 in the total amount of \$76,266.66.

**Roll Call Vote**

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

**Supervisor's Reports:**

**1. Manufactured Home District Zoning Permits.** After several new homes were recently installed in the Mason Manor mobile home park, the Zoning Administrator informed Supervisor Ramey that zoning permits were required because of setbacks for individual homes stipulated in Chapter 7 of the Zoning Ordinance. Supervisor Ramey looked into the matter and found that the City of Mason and most other municipalities do not require said permits. Supervisor Ramey observed that these setbacks may not have been the initial intention of the Zoning Ordinance and that the PC should consider amending the Zoning Ordinance.

**2. Planning Commission (PC) Special Meeting.** A Special Meeting of the PC will be held on October 4<sup>th</sup> at 6:00 p.m. to consider several Zoning Ordinance amendments. The PC has been keeping a running log of needed corrections which will be considered at the meeting.

**3. Mud Creek Drain Project Update.** The Drain Commissioner has taken some corrective actions in the Shawnee Estates since the completion of the Mud Creek Drain project. The Drain Commissioner has decided to return contingency funds to those assessed in the project for interest only. This will save the Township approximately \$8,200 per year for the next four to six years.

**4. Cemetery Ordinance Revision Update.** Discussion regarding cemetery ordinance revisions was going to take place at tonight's meeting but will be postponed until next month.

**Treasurer's Reports:**

**1. Tax Collection Update.** Summer taxes are due on Wednesday, September 14<sup>th</sup>. Collection has gone smoothly, and only \$750,000 in taxes left to collect.

**2. Mason State Bank Merger.** Treasurer Sherwood informed the Board that she spoke with a manager at *Mason State Bank* about their recently announced merger with *Commercial Bank*. The manager said she does not anticipate any major issues for the Township because of the merger.

**3. APT US&C / MMTA Conference.** Treasurer Sherwood thanked the Board for approving funds for her to attend the Michigan Municipal Treasurers Association annual conference and reviewed some of the highlights of the educational sessions.

**Clerk's Office Reports:**

**1. November General Election.** Over four hundred absentee ballots have been requested for the November General Election. Ballots should be delivered to the Clerk's office near the end of September. Regarding the ongoing litigation to remove straight party voting from Michigan ballots, Clerk Kean announced that straight party voting will indeed still be an option in November.

**2. New Voting Equipment Update.** Clerks from the Capital Area Municipal Clerks Association will be meeting on Tuesday, September 13<sup>th</sup> to test new voting equipment from three different vendors. The Clerk anticipates an update on the State funding for the new equipment.

**3. ICC – MTA Next Meeting.** The Ingham County Chapter of the Michigan Townships Association will be meeting on Wednesday, October 26<sup>th</sup> at Leslie Township Hall. A slate of local candidates will be there to give presentations and answer questions.

**Consumers Energy Presentation.** *Consumers Energy* Communications Director Dennis McKee was at the meeting to give a presentation on new digital meters that are being installed throughout the state. Currently, meter readings are collected manually by employees. The new meters will transfer meter data digitally over cell towers to improve accuracy. The change will also help to make repair services more efficient during power outages. Mr. McKee reviewed installation procedures for the new meters. Trustee Walker asked if areas with unreliable cellular service will be affected negatively by the change. Mr. McKee explained that the company will be tracking low communication areas and may require that employees still be sent to read meters in some areas.

**2016 Audit Report Presentation.** Township Auditor Joe Verlin of *Gabridge & Company* was present and reviewed the annual audit report in detail. The Township's reports were validated and received an "unmodified opinion," the most favorable opinion given by an auditor. Mr. Verlin explained how expenses for the Mud Creek Drain project and MERS retirement liabilities were reflected in the 2016 audit report.

Trustee Walker – asked about the financial statements and the F65 form. Mr. Verlin said that he would prepare both the financial statements and the F65 given their complexity. Trustee Walker also asked if the DDA was also reflected in the audit report. Mr. Verlin explained that the DDA

operates as a separate legal entity and will not affect other financial statements. The Board thanked Mr. Verlin for his work and for being present.

**MOTION Ramey, seconded Sherwood, that the Board accepts the 2016 Vevay Township Audit Report as presented by *Gabridge & Company*.**

**Roll Call Vote**

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

**Nays: None**

**Special Land Use (SLU) Permit Application Request.** The PC has approved the site plan for an in-home hair salon at 1159 S. College Road and recommended that the Board approve SLU #128. The Board reviewed the PC's findings (found in the September 7, 2016 PC meeting minutes) as they relate to the following basis of determination standards which are found in Section 16.03 (A, 1-6) of the Zoning Ordinance:

A (1) - The Special Land Use shall be designed, constructed, operated and maintained in a manner harmonious with the character of adjacent property and the surrounding area.

The proposal meets this condition. The parcel is zoned A-1 and surrounding parcels are used for residential and farming purposes. No new construction or structures are proposed for the use; traffic will be only one vehicle at a time; no noise, smoke, fumes, visual impact, vibrations, new outdoor lighting, or pedestrian traffic is proposed or expected; and there would be no need for any expanded or new public services. Given the minimal impact on the affected parcel, the proposed use would be harmonious with the adjacent property and surrounding area.

A (2) – The Special Land Use shall not change the essential character of the surrounding area.

The proposal meets this condition. The essential character of the surrounding area includes residential use, and farming activities. Only the current residence is proposed to be used, and no current structures are proposed to be modified on the outside or torn down. No significant vegetation would be removed. No other natural features would be changed or affected by the proposed use.

The Board reviewed the PC's findings (found in the September 7, 2016 PC meeting minutes) as they relate to the following basis of determination standards which are found in Section 16.03 (A, 1-6) of the Zoning Ordinance:

A (3) – The Special Land Use shall not be hazardous to adjacent property, or involve uses, activities, materials or equipment which will be detrimental to the health, safety or welfare of persons or property through the creation of hazardous or potentially hazardous situations or the excessive production of traffic, noise, odor, smoke, dust, fumes, glare or site drainage. –

The proposal meets this condition. The proposal does not include any hazardous activity. The only material involved would be hair products suitable for residential use and disposal. No hazardous equipment will be utilized. There will be no outside storage, burning, additional noises, odors, smoke, dust, vibration, glare, or fumes. Any new traffic on College Road would

amount to merely several vehicles per day when the salon is open. No pedestrian traffic will occur. Site drainage has been adequate to date, and should continue to be so. There should be no new negative impacts on the parcel itself, and thus none to surrounding parcels or persons.

A (4) – The Special Land Use shall not place demands on public services and facilities in excess of current capacity.

The proposal meets this condition. No public road work is needed, and no significantly increased traffic is expected to be generated. No public storm water drainage system or public water supply will be needed. No activities are planned that would increase the potential need for enhanced law enforcement oversight or presence, fire services, or emergency medical services.

A (5) – The Special Land Use shall be in general agreement with the Township Master Plan.

As the Master Plan is currently written, major goals are protection of the Agriculture District, and orderly development that fits the rural character of the Township. The proposed use meets these goals and is in general agreement with the Master Plan.

A (6) – The Special Land Use shall comply with all site plan review standards.

The required site plan review process was completed by the Commission during their regular August 3, 2016, and September 7, 2016 meetings. The site plan was unanimously approved on September 7, 2016.

**MOTION Ramey, seconded Kean, to approve the issuance of Special Land Use Permit #128 as recommended by the Planning Commission to the property owner and *Successor(s) in Interest*, on parcel #33-10-10-19-100-033, commonly known as 1159 S. College Road, Mason, MI 48854 for an in-home hair salon, on a property zoned A-1 Agricultural as provided in Vevay Township Ordinance No. 68, under Section 8.01(B) based on compliance with Zoning Ordinance’s Basis of Determination, Section 16.03 (A) (1-6).**

**Furthermore, it is understood that the special condition shall be that the operation and activity on said property shall be at all times in compliance with all applicable local, state, and federal laws and regulations, and any violations thereof shall be grounds for revocation of Special Land Use Permit.**

**Roll Call Vote**

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

**Resolution for Committed Fund Balance Re: Hawley Cemetery Funds.** In the past, the Township has considered the Hawley Cemetery CD fund an endowment. As a result, the funds were restricted. Attorney David Revore looked into the issue and found that no documentation exists that would indicate that the fund is an endowment. He (Revore) has prepared a resolution that would allow the Township to use the money for maintenance and improvements at Hawley Cemetery.

**The following Preamble and Resolution were offered by Ramey and supported by Walker.**

RESOLUTION NO. #16-09  
RESOLUTION FOR COMMITTED FUND BALANCE  
VEVAY TOWNSHIP, INGHAM COUNTY, MICHIGAN

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 12<sup>th</sup> day of September, 2016.

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

ABSENT: None

WHEREAS, the Government Standards Accounting Board (GASB) has issued Statement No. 54 establishing a hierarchy clarifying the constraints that govern how a government entity can use amounts reported as fund balance; and

WHEREAS, the Board of Trustees is the highest level of decision-making authority, and has the authority to commit, assign, or evaluate existing fund balance classifications and identify the intended uses of committed or assigned funds; and

WHEREAS, the Board of Trustees has a committed fund known as the Hawley Cemetery CDs (“committed fund”) previously considered an “endowment” and restricted fund; and

WHEREAS, the Board of Trustees’ through its officials and legal counsel have researched Hawley Cemetery documents, the committed fund and its establishment, and determined that said committed fund is not an “Endowment fund” subject to the Uniform Prudent Management of Institutional Funds Act, PA 87 of 2009; and no “gift instrument” transferred the Hawley Cemetery or any of its assets to the Township; and

WHEREAS, the committed fund balance classification reflects amounts subject to internal constraints self-imposed by the Board of Trustees; and

WHEREAS, once the committed fund balance constraints are imposed, it requires the constraint to be removed by the Board of Trustees prior to redirecting the funds for other purposes; and

WHEREAS, The Board of Trustees has determined it will commit \$30,859.60 or the balance of committed funds balance known as Hawley Cemetery CDs to the Cemetery Fund; and

WHEREAS, the Board of Trustees has determined it will use the committed Cemetery Fund for the preservation, maintenance, repair, and purchase of equipment for said preservation, maintenance, repair, and to make capital improvements, and as otherwise necessary to maintain and improve Hawley Cemetery.

NOW, THEREFORE, be it resolved, that the Board of Trustees of Vevay Township, in accordance with the provisions of GASB 54 hereby commits, Cemetery Fund balance for the





Treasurer Sherwood asked that the *Quill* invoice be charged to the *Tax Collection Expense* line item.

**MOTION Kean, seconded Walker, to authorize the expense and payment of the following:**

- *Quill* invoice for \$160.64, charged to *Tax Collection Expense* (GL #101-253-883.000)
- *Express Tree Service* invoice for \$125.00, charged to *Repairs & Maintenance Hawley Cemetery* (GL #101-276-970.209)
- *Accident Fund* invoice up to \$519.00, charged to *Insurance & Bonds* (GL #101-950-910.000)
- *Muzzall Graphics* invoice for \$92.18, charged to *Tax Collection Expense* (GL #101-253-833.000)
- *Granger* invoice for \$79.92, charged to *Townhall Refuse Service* (GL #101-526-819.000)

**Roll Call Vote**

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

**Public Comment.** None.

The meeting was adjourned at 8:30 p.m.

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JoAnne Kean, Clerk

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